

An aerial photograph of a rural area, likely the Town of Woodside, showing fields, roads, and some buildings. A semi-transparent rectangular box is overlaid in the center, containing the title and date. The box is outlined with a dashed orange line.

Town of Woodside Comprehensive Plan

October 2018

Prepared by:
The Town of Woodside
Town Council & Planning Committee

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TOWN, COUNTY, AND STATE OFFICIALS

Town of Woodside

Mayor and Council: Michael Warren, Mayor
Stephanie Holyfield, Treasurer
Brenda Richards, Secretary
Sharon Ivory, Tax Collector
Diane Crom, Council member
James Carpenter, Council member
Aaron Mantz, Council member

Planning Commission: Cheryl Epps
Brian Michalski
Gary Richards
Rene' Valladares

Town Solicitor: D. Barrett Edwards IV

Kent County Commissioners:

Hon. P. Brooks Banta	Commissioner-President	1 st District	
Hon. James E. Hosfelt, Jr.	Commissioner	2 nd District	
Hon. Allan F. Angel	Commissioner	3 rd District	
Hon. Eric L. Buckson	Commissioner	4 th District	
Hon. George Jody Sweeney	Commissioner	5 th District	
Hon. Glen M. Howell	Commissioner	6 th District	
Hon. Terry L. Pepper	Commissioner – Vice President	At-Large	

County Administrator: Michael J. Petit de Mange, American Institute of Certified Planner (AICP)

Director of Planning Services: Sarah E. Keifer, AICP
David Edgell, AICP, Principal Planner

State of Delaware Officials:

Governor: John Carney

Lt. Governor: Bethany Hall-Long

State Senator: Colin R. J. Bonini

State House of Representative: Lyndon D. Yearick

A MUNICIPAL DEVELOPMENT STRATEGY FOR WOODSIDE, DELAWARE

INTRODUCTION

The Town of Woodside's Comprehensive Plan was developed for a variety of purposes. The town initiated the development of the Plan in January 2017. The comprehensive plan provides a framework for development and annexation for the town, and will be used to update the Woodside Zoning Code and create a Zoning Map for Woodside.

This Comprehensive Plan serves as an official statement about the future of the town. First and foremost, the plan is a unified advisory document to the Council and the Planning Commission on land use and growth issues. It should be used to guide future development decisions, re-zonings, annexations, and capital improvements throughout the town. The Town will use the plan as the basis to establish its zoning code and zoning map.

The plan is also an informational document for the public. Citizens, business people, and government officials can turn to the plan to learn more about Woodside, and its policies for future land use decisions. Potential new residents can use the documents as an informational resource about the town, its characteristics and facilities. This document contains the most current information available on population, transportation, housing, employment and the environment.

And lastly, the Woodside Comprehensive Plan is a legal document. The Delaware Code specifies that “. . . any incorporated municipality under this chapter shall prepare a comprehensive plan for the city or town or portions thereof as the commission deems appropriate.” The code further specifies that, “after a comprehensive plan or portion thereof has been adopted by the municipality in accordance with this chapter, the comprehensive plan shall have the force of law and no development shall be permitted except as consistent with the plan.” (§ 702, Title 22, Delaware Code)

CHAPTER 1. BACKGROUND

1-1. The Authority to Plan

Delaware law requires that municipalities engage in comprehensive planning activities for the purpose of encouraging “the most appropriate uses of the physical and fiscal resources of the municipality and the coordination of municipal growth, development, and infrastructure investment actions with those of other municipalities, counties and the State....” This plan was written to comply with the requirements of a municipal development strategy as described in the Delaware Code for towns with population of 2,000 or fewer.

The municipal development strategy for small communities (such as Woodside) with fewer than 2,000 people is to be a “document in text and maps, containing, at a minimum, a municipal development strategy setting forth the jurisdiction’s position on population and housing growth within the jurisdiction, expansion of its boundaries, development of adjacent areas, redevelopment potential, community character, and the general uses of land within the community, and critical community development and infrastructure issues.” In addition, the town’s comprehensive planning process must demonstrate coordination with other municipalities, the county, and the state during plan preparation. (22 Del. C. 1953, § 702; 49 Del. Laws, c. 415, § 1.)

State law requires that planning be an ongoing process and that municipalities identify future planning activities. This document is Woodside’s municipal development strategy as required by state law. It is intended to cover a ten-year planning period and be reviewed at least every five years.

1-2. A Brief Overview of the Community: Woodside is a small, rural community, with a total area of approximately 0.2 square miles, and consisting of 181 individuals in the 2010 census. Most of the residences consists of single family homes, with some small farms intertwined among them.

This map shows the location of the Town of Woodside in the State of Delaware. Woodside is located in Kent County, just off Route 13 between Harrington and Dover and is located at [39°04'17"N 75°34'06"W](#) (39.0715017, -75.5682584). According to the United States Census Bureau, the town has a total area of 0.2 square miles or 110.55 acres, all of it land.



1-2b. History of the Town

The History of Woodside

Much of this history of Woodside is excerpted from *Woodside: A Bicentennial Commemorative*, which was published in 1987 by the Woodside Town Council and The Bi-Centennial Committee.

The town of Woodside is a peaceful, typical Delaware community of approximately 181 residents. It has an exciting past, a happy present, and looks forward to a progressive future. The land where the town is located was first taken up by John Rhodes of Sussex County, on warrant from the Court on November 23, 1679. This tract contained 2000 acres, and being inherited by John Rhodes, Jr. was known as “Rhodes Forest”.

On May 3, 1725, John Rhodes, Jr. sold this tract of land to Andrew Caldwell of Kent County, and took in exchange for it, parts of tracts of “Bartlett’s Lott” and adjacent tracts lying towards the mouths of the St. Jones and Murderkill Creeks. Caldwell then called his land in this locality “The Exchange”, and by that name it was known on subsequent deeds. Thus, the village of Woodside is located on a portion of the “Longacre” tract called “Exchange” situated in North Murderkill Hundred about seven miles south of Dover. To this day, this name, “Exchange” is highly visible on one of the buildings of the Caulk dairy farm just west of Woodside.

It is interesting to note that the second highest point of land in Kent County (the highest being at Blanco in extreme northwestern Kent County), is located on “Exchange” and the peninsular divide also makes a north-south division through this farm, placing the Caulk lands in both the Delaware Bay and Chesapeake Bay watersheds.

The town of Woodside, like many of her sister communities, came about as a result of the railroad. However, it must also be noted that the number of farms in the area also had a direct bearing on its development.

Before the advent of the Philadelphia, Wilmington and Baltimore Railroad in 1856, the farmers took their excess produce to Forrest’s Landing (now called Lebanon) to be sent by boat to the cities of the north. This meant that the produce was in transit for several days. After 1856, by using the railroad, it was possible to get the produce to consumers in one day. It was during this time that Henry Cowgill surveyed and cut a road through the forest from his farm (Longwood) near Willow Grove to intersect the railroad, which was a distance of five miles.

In August 1864, when the need for another station on the Delaware rail line was apparent, it was through the exertions of Henry Cowgill that the railroad company established a depot and station house at Woodside. Thus, the town was founded. Ezekiel Cowgill was appointed the first railroad and express agent. However, he was soon succeeded in 1867 by his father, Henry Cowgill, who had just established a residence there on a farm. Henry Cowgill continued on this job until his death in 1881.

In 1864, when the station was established, there were only two houses and about eight inhabitants. The first station was built of wood and later moved to become a tenant farm house. The old station was replaced by a station built of brick which stood until rail passenger service was discontinued at Woodside in 1939.

The station was first called Willow Grove Station and then the name soon changed to Fredonia by the Cowgill family, who had purchased a large tract of land there. The town bore this name until July 2, 1869 when the town was renamed “Woodside”, after there was confusion with mail from Fredrica and Fredonia. According to Mr. Hyland Burchenal, the town received this name because there was a great amount of wood in the forms of timber and railroad ties piled on a vacant lot to the side of the station – hence, the name of Woodside.

Within a few year after its founding, Woodside had grown considerably. A United States Post Office was established at the train station on July 19, 1867 and Henry Cowgill was named Postmaster.

Woodside, being a farming community, opened its first cannery during the late 1870s. This cannery, which employed six women, was built by sixteen farmers in the area who each paid fifty dollars for its construction. However, those farmers soon sold the small cannery to get their money back. In 1881, there were two canning factories, one which was owned by Samuel H. Derby, who used the trade name of Lily Lake Farm.

The land and farms around Woodside were quite productive with many kinds of fruits and vegetables. Due to this abundance of farm products, mainly peaches and tomatoes, the town grew very rapidly between the years of 1900 and 1930. It was during this time that the town became the center of the peach belt of the peninsula. The Derby factory was passed down through the years until the Green Giant Company bought the old tomato cannery in 1953, where they then processed large quantities of asparagus and peppers for the next 23 years. In 1977, Green Giant sold their cannery to Erdner, Inc., a New Jersey canner who would process green peppers for Green Giant.

The town continued to grow with the first electricity being brought to Woodside in 1908 along with its first public community telephone. On April 4, 1911, the town of Woodside was incorporated by act of the Senate and House of Representatives of the State of Delaware in General Assembly. Boundaries of the town were established and part of what had been called Woodside was now outside the town limits. However, on March 18, 1927, the boundaries were extended to include the land area to the east of the railroad. The town limits have since remained unchanged.

Rail passenger service north and south afforded, at its peak, eight trains a day. There were also several “flyers” or express trains that passed through but did not stop except in very special circumstances. President Woodrow Wilson, during his first term of office (1913-1917) passed through Woodside. Classes at the Woodside School were dismissed and all teachers and students walked to the station to hear the President speak a few words from the platform at the back of the train before it continued on to the next stop.

By 1920, two evaporators and two canneries were in operation. The cars of the Pennsylvania railroad were being loaded with local calves, timber, fruits and vegetables.

In 1925, the State agreed to construct an improved highway near Woodside and to perpetually maintain it. With the advent of the T. Coleman DuPont Highway and other improved roads, the railroad’s importance declined, so that by 1939 the railroad station was demolished.

The people who populated Woodside were industrious. Not only did they produce most of their own food, but they also raised broom straw and made brooms to sell. In 1929, there were five stores, one dealer in coal, lime and grain, and one dealer in fertilizers. There was also a grist mill in the area, a blacksmith shop, and a barber shop, all of which served the three hundred inhabitants of Woodside. It can be assumed that the population of three hundred people included those living in the surrounding area, as the 1980 census documents that the highest number of residents ever recorded for Woodside was 248 individuals.

Education was a high priority in Woodside. The first public school in the area for District 71 was Powell’s School. This was a one room building which stood across from where Polytech High School now stands. When the need arose for better facilities, the school district levied taxes and had plans submitted by Ben W. Townsend for a new two-story school house in the town of Woodside. In 1886, a school was built for grades one through eight. This school and district continued to function until 1943 when it was consolidated with Caesar Rodney. The building was turned over to the town and is now used as the Woodside Town Hall.

Schools were also provided around Woodside for the black population. The third and last black school of District 154 was constructed in 1922 by the DuPont family and was a one room building in

which grades one through six were taught. The ground for the building had been purchased from Samuel Derby. This school was closed around 1953 and the building used as a dwelling.

The first Methodist meeting house in this area was located one mile south of Woodside. This meeting house was known as Green's Chapel. On May 16, 1787, Christopher Green conveyed one acre of ground to William Virdin, Philip Barratt, James Green and other trustees, for the express purpose of building a preaching house or chapel. Francis Asbury preached there on Tuesday, March 20, 1810. This chapel was in active use until 1856, at which time the congregation decided it would be more convenient to build a church at Canterbury.

Shortly after the founding of Woodside, an interdenominational Sunday school was started and held at the school. It was very successful and the present church site, which was diagonally across the street from the school, was given to the town on June 19, 1889 by Ezekiel Cowgill. In 1889, the cornerstone of the present Methodist Church was laid and the dedication by the Rev. J.S. Willis was planned for June 22, 1890. The cost of the church building, when finished, was about \$2500. More land was donated by W.S. Barger. The first bell was installed in 1896 and was replaced by the present bell in 1920. The church was eventually completely renovated in the 1940s, with the church reopening on the evening of November 4, 1945. The church was added to the [National Register of Historic Places](#) in 1996.

Woodside has continued to thrive as a community. It has numerous small businesses, including a sign shop, landscaping business, car repair shop, beauty shop and home day care centers. People love the small town environment with the ability to drive to larger businesses, schools and churches in the vicinity. For the residents and property owners in Woodside, we feel we have the best of both worlds -- rural and city life and we hope to retain that close-knit community feeling for years to come.

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1-2bb. *Historical Sites*

As noted above, the Woodside United Methodist Church is on the National Register of Historic Places. Two of the town council members are currently working with the Delaware Division of Historical and Cultural Affairs about the importance of the Woodside Town Hall, which was the town's former school from 1886 to 1943. It is one of the few two-story schools in Delaware that still exists. Documentation is being researched now to validate the importance of this bit of history.

A Survey of Historic Structures in Woodside was completed by the Division of Historical and Cultural Affairs in October 1983. The survey listed properties that were built between from 1820 to 1940, with most of them located on Main Street. It may be beneficial to complete an architectural survey and provide information that could preserve and protect some of the town's older buildings.

1-2c. Natural Features

General Environment

Woodside's topography is relatively flat with elevations ranging from 56 to 66 feet above sea level and well suited for farmland. See Map 1 for Aerial View of Woodside.

Floodplains and Wetlands

Woodside is not located in a floodplain. According to the FEMA national Flood Hazard Map, it is labeled as being in a minimal flood hazard zone, designated by Zone X. Based on the Statewide Wetland Mapping Project, palustrine forested wetlands are mapped in the immediate vicinity of the Town of Woodside. Additional unmapped wetland acreage may be present as well. The FEMA map indicates that Woodside is in the Watershed area of (HUC 12) Cow Marsh Creek. Even though a portion of the Tidbury Creek extends into a very small portion of Woodside, it is in Zone AE, which indicates less than a 1% annual chance of being a flood hazard. (See Map 2b. National Flood Hazard Layer Map for Woodside). The town of Woodside does not participate in the National Flood Program.

Soils

According to the Natural Resources Conservation Service (NRCS) Web Soil Survey, 74.1 percent of Woodside's soil is Hambrook sandy loam, with a 2-5% slope; 10.1% is Fallsington sandy loam with 0-2% slope; and there are smaller amounts of Downer loamy sand, Sassafras sandy loam and Woodstown sandy loam. All areas are considered prime farmland. See Map 2 for Environmental Features in Woodside plus Map 2c. for the Natural Resources Conservation Service's Soil Survey information.

1-3. Existing Land Uses:

1-3a. Land within Woodside

The Town of Woodside has an old Zoning Ordinance and does not appear to have a Zoning Map for managing land use for the town. One purpose for developing a comprehensive plan for the town is to allow the town to develop and improve land use regulations. An Aerial View of Woodside and the Existing Land Use Maps are located in the Map Appendix as Maps 1 and 3, respectively.

The Town has many of the characteristics that are typical of smaller towns in Delaware. Development of the town was greatly influenced by its east-to-west main Street and north-to-south railroad tracks. The rail line was the major reason people settled into this geographic area. Woodside's main street and the railroad tracks intersect near the center of town. Norfolk Southern Corporation now owns the rail line, currently the only line running from Delaware's northern boundary with Pennsylvania to its southern boundary with Maryland. The railroad is used almost exclusively to haul cargo through the state.

A walking survey of the existing land uses within Woodside was conducted in 2017 with assistance from the Office of State Planning Coordination. The predominant land use in town is residential, with

agricultural use a close second. Most of the developed residential structures consist of older one and two-story homes. There are also a few residential properties with very large open lots located behind their respective houses.

There are a few institutional land uses located in Woodside, located primarily on Main Street. These uses include the Town Hall, two churches, and the Woodside Post Office. There are scattered commercial and industrial uses throughout the town, most notably a trucking company and landscaping firm on Turkey Point Road; a sign shop and storage unit business on Main Street; and a car repair center on South Street. A limited number of vacant residential lots are interspersed throughout the town as well.

There are agricultural areas interspersed throughout the town – the biggest areas are off Turkey Point Road and the western edge of Main Street. Some residents also utilize part of their properties for agricultural uses.

1-3b. Adjacent Land Uses

Woodside is located in a rural area. The surrounding land uses are primarily residential and agricultural in nature. Residential uses in the form of single-family homes line the roads leading to and from the town, with some of the land still in agricultural production. Fifer Farms lies directly to the north of the town's limits and Loblolly Farms lies directly to the south.

All of the land surrounding Woodside is within the jurisdiction of Kent County. Both the Kent County Comprehensive Plan and the State Strategies for Policies and Spending designate the area in and around Woodside as Investment Level 2 and Level 3 areas (See Map 4 under the Map Appendix section).

According to the *Delaware Strategies for State Policies and Spending*, "Investment Level 2 is described as areas that can be composed of less developed areas in the county that have or will have public water and wastewater services and utilities, areas that are generally adjacent to or near Investment Level 1 Areas, smaller towns and rural villages that should grow consistently with their historic character, and suburban areas with public water, wastewater and utility services. They serve as transition areas between Level 1 and the state's more open, less populated areas. They generally contain a limited variety of housing types, predominately detached single-family dwellings.

Investment Level 3 Areas generally fall into two categories. The first category covers lands that are in the long-term growth plans of counties or municipalities where development is not necessary to accommodate expected population growth during this five-year planning period (or longer). In these instances, development in Investment Level 3 may be least appropriate for new growth and development in the near term. The second category includes lands that are adjacent to or intermingled with fast-growing areas within counties or municipalities that are otherwise categorized as Investment Levels 1 or 2. These lands are most often impacted by environmentally sensitive features, agricultural-preservation issues, or other infrastructure issues. In these instances, development and growth may be appropriate in the near term, but the resources on the site and in the surrounding area should be carefully considered and accommodated by state Agencies and local governments with land-use authority.

Due to the limits of finite financial resources, state infrastructure spending on “hard” or “grey” infrastructure such as roads, sewer, water, and public facilities will generally be directed to Investment Level 1 and 2 areas. The state will consider investing in these types of infrastructure in Investment Level 3 Areas once the Investment Level 1 and 2 Areas are substantially built out, or when the infrastructure or facilities are logical extensions of existing systems and deemed appropriate to serve a particular area.”

1-4. Public Participation

Below are the public comprehensive meetings that have been held.

The first time the need for a Comprehensive Land Plan was discussed at a public town meeting was on February 23, 2016. One of the attendees wanted to know how he could annex in the other half of his property that was outside of the town limits.

At the October 11, 2016 public town meeting, an updated map of the current land use for Woodside was presented to the attendees. Attendees were surprised to find that Woodside only encompassed 0.2 square miles in area and noted where the actual town boundaries were.

The next public town meeting was on February 7, 2017 and an aerial view of Woodside and the current land use map were again presented. Attendees were concerned at how close the town of Camden was to our boundaries and questioned what Camden’s plans were for expansion. Residents also commented on the need to update the town ordinances and how they would be enforced.

In April 2017, a community questionnaire was sent out to every person on the tax list and any known renters. A total of 115 questionnaires were sent out with 52 of them filled out and returned – a 45.2% response rate. Out of those 52 responses, 43 (82.6%) were from residents in town.

In June 2017, a public town meeting was held to review the results of the Town Survey.

The vast majority of questionnaire respondents were in favor of maintaining Woodside’s small town atmosphere and keeping Woodside and the surrounding area largely the same as it is today. Agricultural and parkland uses were the most popular recommended ideas for future land uses for currently vacant land within the town with new housing for residential use as the second most popular. Commercial and industrial uses were the least popular option.

Opinions on annexation were mixed. The respondents were almost evenly divided when asked if they would like to see Woodside’s town limits expanded. The most common answer for why they would want annexation was for the additional tax revenue, which could pay for projects like sidewalks, a community center and extra police presence to monitor for speeding cars. 36% of the respondents had no opinion on whether Woodside should annex new areas of land adjacent to the current town boundaries; 33.3% encouraged development within the current boundaries; and 24% wanted to annex properties already partially inside the town boundary. However, between 36% and 53% of the respondents strongly agreed to

the possibility of annexing land into Woodside. The majority of respondents approved the idea of annexing properties that are already partially inside town boundaries.

Over 69% of the respondents stated they would be agreeable to some type of tax increase to cover funding for initiatives to improve Woodside. Twelve and one half percent stated that Woodside should issue a bond or obtain grants. Eighteen percent of the respondents stated they wanted things left as they are now.

The most common areas for concern to improve the town was having more sidewalks, improving the town reputation and image, and safety issues attributed to speeding cars and traffic issues. The lack of police presence, need for sewers, lack of parking along the streets and not having options for cable/internet were areas cited as other concerns but not priorities for the majority of the respondents.

When asked if they would support an effort to contract a town trash service, 54.7% of the respondents said yes; 37.8% said no; and 7.5% did not answer the question.

The majority of the respondents stated that what they liked best about living in Woodside was the small town atmosphere, knowing their neighbors, the quietness, having low crime and low taxes and being close to the city of Dover.

Taken as a whole, responses to Woodside's questionnaire indicated a general desire to leave things as they are, even though some improvements in the town's appearance and safety concerns with speeders and sidewalks were noted as priorities to be dealt with.

In February 2018, a newsletter was sent out to each resident and property owner to notify them that the updated comprehensive land use plan was posted on the town website for their review and would be discussed at the upcoming meeting on March 13, 2018.

On March 13, 2018, a well-attended public town meeting was held. David Edgell, our consultant from the State Planning office was present to answer questions and explain the process and importance of the comprehensive land use plan. The process for annexation was the primary concern of the attendees. Mayor Mike Warren explained that the town council was currently working to update the town charter with the annexation process and the public would be involved whenever plans to annex any property was instituted.

A public town meeting was held on August 21, 2018 where 3 attendees asked how to proceed with the process for annexation of their properties. Mayor Mike Warren explained that the Town Charter had been approved on July 1st and had the procedure for annexation documented. However, the town can still not proceed with annexations until the Comprehensive Land Use Plan is completed and approved by the State and Governor. They were assured that they will be informed as soon as this CLP is approved, so they can proceed with their plans to annex their parcels into the town, which is how this CLP process was initiated back in February 2016.

1-5. Woodside's Planning Goals and Vision

The Town of Woodside is a very small community, based on Census 2010, a residential base of 181. Through public participation, the community questionnaire, and the planning committee's research, the following goals and vision were developed for Woodside's future:

1-5a. Planning Goals

- Preserve and enhance the Town of Woodside's traditional friendly small-town character and quality of life in ways that coordinate with Kent County zoning and growth projection.
- Encourage maintenance and conservation of the town's small-town character and appearance through revision and increased enforcement of property maintenance ordinances for existing and future structures.
- Encourage the redevelopment of vacant homes and parcels within the town boundaries.
- Evaluate and update the town charter to include a process for land annexation.
- Evaluate and update all town ordinances.
- Explore the feasibility of instituting a solid waste removal program within the town.
- Improve the ability of pedestrians to safely move through the town by investigating best methods and practices for enforcing traffic laws, attending to sidewalk repair, as well as exploring the feasibility of installing new sidewalk paths.
- Improve law and order in town by investigating the feasibility of increasing police traffic patrols.
- Partner with local organizations to schedule social activities in town to maintain community spirit and increase civic engagement.
- Encourage annexation of current split town parcels and neighboring or near properties, thus inspiring a slow, but steady growth for the Town of Woodside.
- Revise zoning ordinances and map to provide certainty to land use within the Town of Woodside, protect property values, and encourage proper use of land in the town to support this plan.
- Encourage discussion regarding the potential for future commercial activity in the town.
- Review small parcels of land currently identified as commercially zoned area to determine whether parcels are still practical for commercial activity.
- Coordinate with nearby municipalities, Kent County, and the State to mitigate the impacts of development of surrounding areas on the Town of Woodside, and to promote the preservation of open space when possible.
- Consult with the Town of Viola about combining resources, and coordinating plans to enhance both of our communities by working jointly to improve services to our residents, such as jointly contracting for trash removal or sharing a constable to assist in ordinance enforcement.
- Consider an architectural survey on some of the town's older homes to help provide documentation that may help preserve and protect some of the town's older buildings.
- Continue to work with the Delaware Division of Historical and Cultural Affairs about the importance of the Woodside Town Hall and eligibility for the National Register of Historic Sites, which may help with funding to maintain the structure.

1-5b. A Vision for Woodside

Woodside is a small community that will maintain its small town character while allowing for modest growth and development that is consistent with a family-oriented atmosphere and rural surroundings.

CHAPTER 2. MUNICIPAL DEVELOPMENT STRATEGY

2-1. Town Governance, Land Use Planning and Regulation Process

On April 4, 1911, the Town of Woodside was incorporated by act of the Senate and House of Representatives of the State of Delaware in General Assembly. The government of the town, and the exercise of all powers conferred upon it by the Town Charter, which was approved on February 11, 1982, and by the laws of the State of Delaware, is vested in a Town Council composed of a Mayor, Treasurer, Secretary, Tax Collector, and two “non-officer” Council members, all of whom shall be elected at-large by the qualified voters of the Town. The term of office of the Mayor shall be two years and the terms of all other officers shall be two years from the day after their respective elections and until their respective successors shall be duly elected and qualified. At every subsequent annual election, the successors to the officers and council members whose terms have expired shall be chosen to serve for a term of two years, the result being that the Treasurer, Secretary, and Tax Collector shall be elected in even numbered years and the non-officer council members shall be elected in odd-numbered years.

To be eligible to run for any office or Council seat in the Town of Woodside, the nominee must be at least twenty-one years of age, and a bona fide domiciliary of the town for at least six months prior to the day of the election. In addition, no person shall be eligible to run for any town office or Council seat unless and until that person has complied with such ordinances governing the nomination of candidates adopted by the Town Council, if any, provided that no such ordinance shall alter the qualifications for office as are set forth in the Town Charter. No person shall be eligible to run for more than one position on the Council at any election, and no member of Council whose term of office does not expire at the upcoming election may be a candidate for another position on Council in that election unless he or she first resigns from the existing position at least thirty days prior to the date of the election.

Town elections shall be held on the last Saturday in March of each year at the Town Hall or at any other convenient place within the town limits as the Council shall establish by resolution. Every election shall be conducted by an Elections Board consisting of the Mayor, or any other qualified voter in the Mayor's absence, and two other citizens of the town chosen by those legally qualified voters present at the opening of the polls.

The Town Council meets regularly throughout the year and special meetings may be scheduled as needed. Four members of the Council must be present to constitute a quorum for conducting business. The Town has no paid full-time employees and contracts for services necessary for the operations of the town. The Town Council conducts town business and is responsible for issuing building and other project permits, but Kent County is currently responsible for approving new buildings and permits for changes in property use and assisting with other resources as needed to run the town of Woodside. The Town Council must approve projects by a majority vote, once the county has reviewed them.

Woodside is presently without a Zoning Map and has an old Zoning Ordinance; therefore, one of the purposes of this planning effort is to begin the process of adopting some land use regulations for the town, which will include updating the town ordinances and town charter.

2-1a. Recommendations, Town Governance, Land Use Planning and Regulation Process

1. Plan Adoption. It is recommended that the town adopt this plan and seek certification through the State of Delaware. This plan will serve as a unified advisory document regarding land use and growth issues in Woodside, and as the basis for zoning and land use regulations in the town.

2. Develop Land Use Regulations. In order for the town to have some say in how land is developed and used, it is recommended that the town update and develop zoning or other land use regulations once the plan is adopted. The Zoning Map must be in place within 18 months of plan adoption according to State law. The Town should consider adopting land use regulations that should address coordination with other agencies, such as the Kent Conservation District, which is the Sediment and Storm-water delegated agency responsible for reviewing new construction within Woodside. They would assist with permitting, designing, and compliance with relevant environmental regulations such as storm water management, Total Maximum Daily Loads (TMDLs), and wetlands protection.

3. Develop the capacity to administer Land Use Regulations. When developing land use regulations for the town, Woodside should address the capacity to administer those regulations in a fair and consistent manner. Due to the fact that the town has only one part-time employee, it is recommended that the town evaluate the feasibility of assistance from another level of government (such as Kent County) or from a private consultant.

4. Evaluate governance capabilities. Currently, Woodside has one part-time paid staff member, who is the tax collector. It is important that the town periodically evaluate the need for other employees or additional contractual services to carry out the town's planning objectives and to continue to provide adequate levels of services for residents

2-2. Demographics, Future Population, and Housing Growth

This section outlines data on population, demography, housing and economic conditions in Woodside. Where appropriate, comparisons are also made with Kent County and the State of Delaware.

2-2a. Population and Housing

The data used throughout this section comes from the U.S. Census, and the American Community Survey (ACS). Although data collected for the U.S. Census has an extremely low margin of error, data collected for the ACS has a high margin of error especially for a town as small as Woodside.

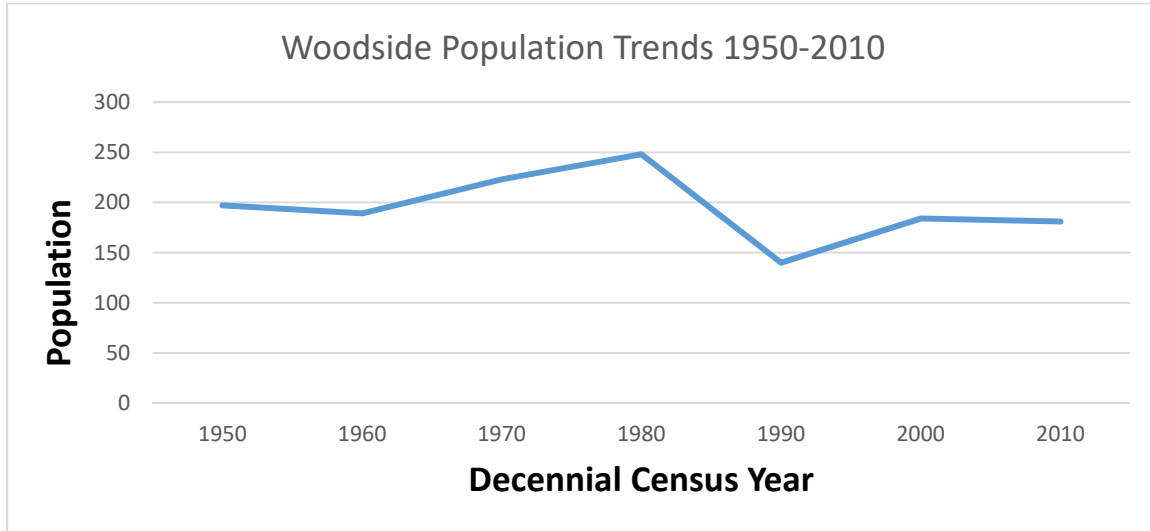
A review of information collected through the last 60 years from the U.S. Census indicates that from 1950 to 2010 the population in Delaware and Kent County has steadily increased. In comparison, the population of Woodside has fluctuated but generally remained the same.

The 2000 Census reported there were 184 people living in Woodside. The total population for Kent County in 2000 was 126,697 and 783,600 for the State of Delaware. Census 2010 data shows that Woodside's population decreased by 3 individuals to 181, as the state and Kent County continued to grow. During the 2000's the state of Delaware population increased by about 15% to 897,934, while Kent County grew about 28% to 162,310. Woodside had significantly less growth than both the state

and Kent County in the 2000's. Woodside's total population in 2010 was 181 which represents a 1.6% decrease. Woodside's 2010 population is 51% male and 49% female.

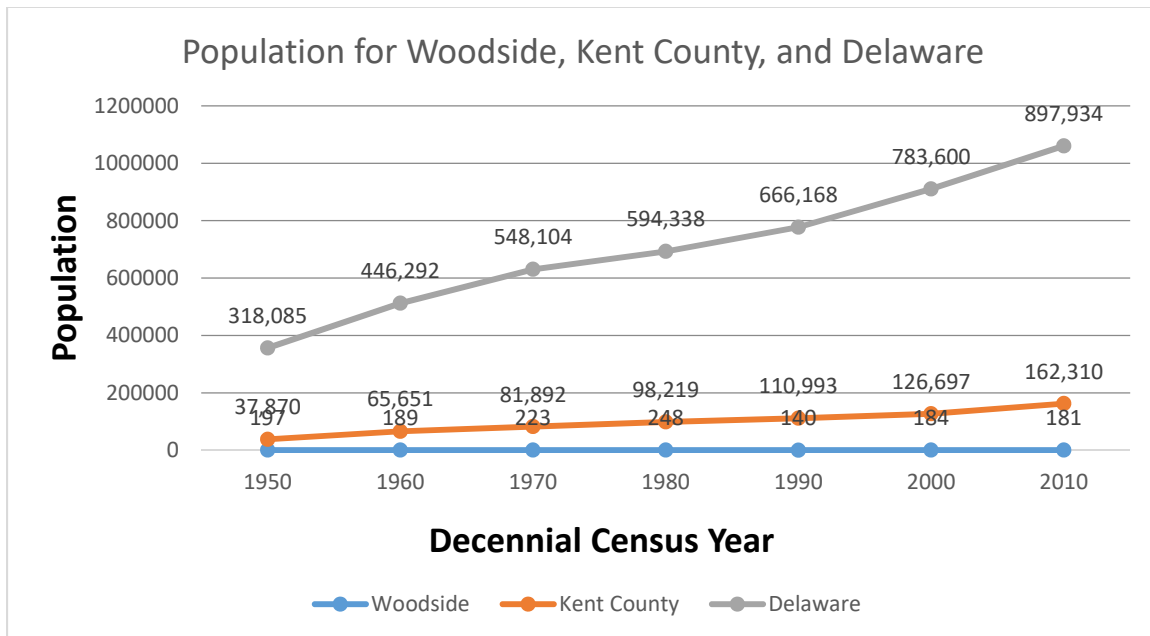
The following charts show the population trends for Woodside, Kent County, and the State. Chart 1 shows the population for Woodside from 1950 to 2010. Chart 2 shows the population trends for Kent County, Woodside, and the State of Delaware during that same time period.

Chart 1



Source: U.S. Census

Chart 2



Source: U.S. Census

2-2b. Position on Population and Housing Growth

Given the strong indication from the latest surveys, the residents of Woodside wish to maintain the small town atmosphere including open land for farming and have little inclination for commercial or industrial development. Therefore, the town concludes that it should allow for modest growth in the number of housing units accommodating the range of housing needs from families with young children through seniors living alone. The balance of home ownership and rental opportunities should be available. Woodside wishes to facilitate residents' ability to maintain and improve their properties through state- or federally-sponsored green initiatives, home improvements including septic and other appropriate efforts. The town will endeavor to maintain and improve public infrastructure i.e. roads, storm water drainage, sidewalks and streetlights to accommodate these efforts.

2-2c. Racial Composition

In 2010, Kent County and the State of Delaware showed very similar racial composition. Kent County's population included 67.8% white, 24% black and 2% other; the State of Delaware's population included 68.9% white, 21.4% black and 3.4% other. Woodside's racial composition differed from both the county and the state in 2010, with 93.4% of residents being white.

Census 2010 data indicates that both Kent County and the State of Delaware became more diverse over the past decade. The white population as a percentage of the total population in Kent County decreased from 74% of the total in 2000 to 68% of the total in 2010 while the black population increased from 21% to 24% of the total. Census 2010 data for the State of Delaware indicates that the white population decreased from 75% to 69% of the total while the black population increased from 19% to 21%. Woodside's racial composition did not change significantly between 2000, and 2010. The white population in Woodside decreased from 96.2% in 2000, to 93.4% in 2010, while the black population rose from 0.5% to 5% between 2000, and 2010.

Table 1 lists the population by racial composition for Woodside, Kent County and Delaware.

Table 1 Racial Composition of Woodside, Kent County and Delaware

Race	Woodside		Kent County		Delaware	
	2010	2015	2010	2015	2010	2015
White	92.4%	94.7%	69.7%	67.2%	74.6%	69.4%
Black	0.0%	2.0%	23.0%	24.3%	19.2%	21.6%
Other	7.6%	3.3%	7.3%	8.5%	2.0%	9%

Source: ACS 2015

2-2d. Age Profile

Woodside has maintained a marginally older population than the State of Delaware or Kent County. In 2000, school age children (ages 5-19) accounted for 21.2% of the population, and the total child population (ages 0-19) was about 24.5%. Kent County and the State of Delaware both had higher populations of children (31% and 28%, respectively). The 2010 Census indicates that the youth population fell over the past decade in Woodside; currently 17.7% of the population is between the ages of 0-19, and about 14% of the population is school aged children (5-19). Over this same period of time, children as a percentage of population in the State of Delaware (26%) and Kent County (28%) decreased despite fluctuations in the absolute number of children.

The current population of young working aged adults (20–34) comprises a significant proportion of people in Woodside – 15.5%, or 28 individuals. These figures are almost identical to 2000, in which 15.2%, or 28 individuals, were in this age range. There were similar percentages of individuals in this age group in Kent County (20%) and the State (19%) in 2010. Census 2010 indicates that the median age of a resident of Woodside is 46.1 years. This is older than the median age of Kent County (36.6 years) and the State (38.8 years).

2-2e. Educational Attainment

The average level of high school education of Woodside’s population age 25 and over is generally equal to Kent County and the State. Woodside’s level of college education is considerably lower than Kent County and the State.

Table 2. Educational Attainment for Woodside, Kent County and Delaware

Jurisdiction	High school graduate or higher	Bachelor's Degree or Higher
Woodside	90.8%	7.3%
Kent County	86.4%	22.5%
State of Delaware	88.4%	30.0%

Source: 2015 ACS 5 –year estimates. Please note the data referenced has a significant margin of error.

2-2f. Housing Stock

This section describes Woodside’s housing stock. Table 3 compares changes in the number of dwelling units in Woodside, Kent County and the State of Delaware as recorded by the U.S. Census Bureau. From 2000 to 2010, there was a net gain of 6 dwelling units in Woodside, an increase of 8.3%. This was in contrast to the growth rate of housing in Kent County (29%) and that of the State (18%). These changes are consistent with the population trends that were seen in the last two decades. The number of new dwellings in Woodside is constrained by the lack of available land that is suitable for home construction.

Table 3. Dwelling Units in Woodside, Kent County and Delaware, 2000-2010

Year	Woodside	Change	Kent County	Change	Delaware	Change
2000	72	***	50,481	***	343,072	***
2010	78	8.3%	65,338	29%	405,885	18%

Source: Census 2000 - 2010

ACS 2015 reported the total housing in Woodside decreased by 1 dwelling from 2000 to 2015, and the percentage of single family detached housing units decreased by 9.6%. Both Kent County and the State experienced increases in the percentage of its housing stock consisting of single-family homes during the fifteen year period. Between 2000 and 2015, Woodside experienced an increase in the number of mobile homes in town (0 to 7 mobile homes). During the same period the percentage of mobile homes making up the total housing stock also decreased in Kent County and the State.

Table 4. Comparison of dwellings by type in Woodside, Kent County and Delaware, ACS 2015

Housing Type	Woodside	Kent County	Delaware
1-unit detached	80.3%	64.8%	58.5%
1-unit attached	7%	8.8%	14.6%

2-units	2.8%	1.2%	1.6%
3 or 4 units	0%	1.9%	2.5%
5 to 9 units	0%	2.6%	3.6%
10 to 19 units	0%	4.6%	5.7%
20 or more units	0%	2.5%	4.3%
Mobile Home	9.9%	13.4%	9.0%
Boat, RV, van, etc.	0%	0.1%	0%

Source: 2015 ACS 5 –year estimates. Please note the data referenced has a significant margin of error.

Table 5. Comparison of dwellings by type in Woodside, Kent County and Delaware, Census 2000

Housing Type	Woodside	Kent County	Delaware
1-unit detached	89.9%	58.4%	55.9%
1-unit attached	5.1%	8.4%	14.1%
2-units	5.1%	1.9%	2.0%
3 or 4 units	0%	1.9%	2.6%
5 to 9 units	0%	3.1%	3.7%
10 to 19 units	0%	3.8%	5.5%
20 or more units	0%	3.8%	4.9%
Mobile Home	0%	18.6%	11.2%
Boat, RV, van, etc.	0%	0.1%	0.2%

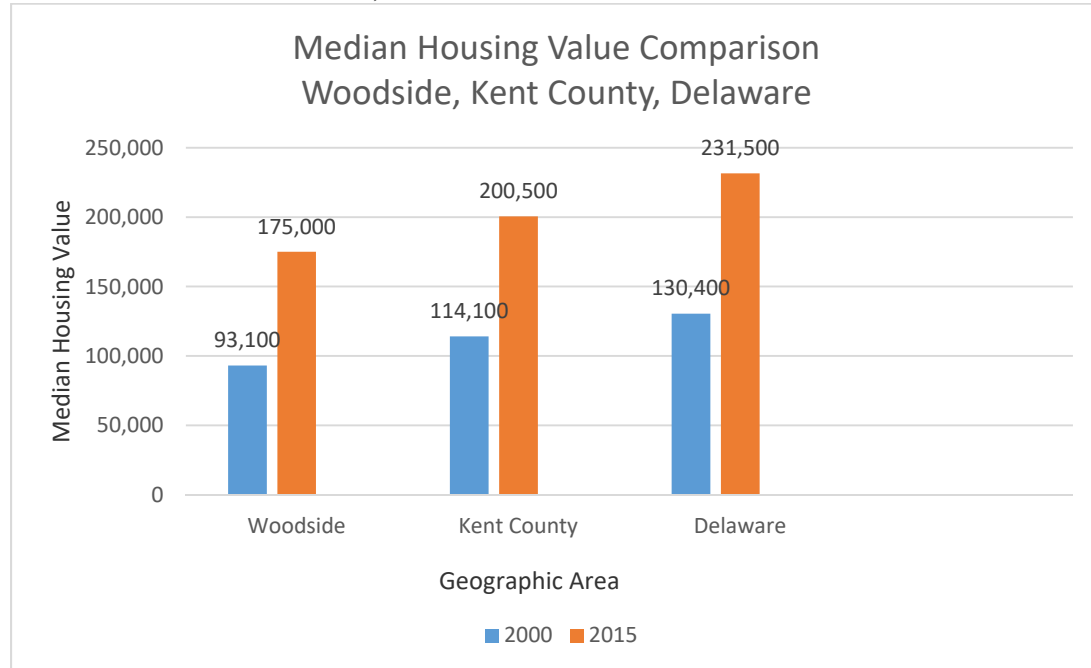
Age of Housing Stock

Woodside is a community that has retained many of its older structures. The American Community Survey 2010-2014 estimates that 33.8% of Woodside’s housing was built before 1949. The greatest number of homes were built in the 1950s (37.7%) and before 1939 (24.7%). As with all ACS data, please note that these estimates have a high margin of error and may not accurately capture the actual age of structures in town.

Housing Value

Woodside’s median home value was reported by the 2015 American Community Survey to be \$175,000. This figure was lower than what was reported for Kent County (\$200,500) and the State of Delaware (\$231,500).

Chart 3 Source: ACS 2015, Census 2000



Ownership and Vacancy

Table 6 compares the proportion of vacant units, owner-occupied units, and renter occupied units found in Woodside with those in Kent County and the State. As seen from the table, Woodside has slightly higher owner occupied units in housing relative to Kent County and the State of Delaware. However, Woodside reports a vacancy rate lower than the State and Kent County.

Table 6. Percentage of Vacant and Occupied Housing for Woodside, Kent County, and the State

Jurisdiction	Vacant	Renter Occupied	Owner Occupied
Woodside	6.4%	20.5%	79.5%
Kent County	7.7%	28.6%	71.4%
Delaware	15.7%	27.9%	72.2%

Source: Census 2010

2-2g. Economic Profile

This section discusses selected economic information for Woodside, Kent County, and Delaware. Woodside's estimated median household income in 2015 was \$50,311, which is 8.5% less than the estimated median income in the County and 16.9% less than the estimated median income in the State.

Table 7. Selected Income Data for Woodside, Kent County and Delaware, 2011-2015 ACS

Item	Woodside	Kent County	State of Delaware
Median household income	\$50,313	\$54,976	\$60,509
Mean earnings	\$64,853	\$66,182	\$79,260
Mean social security income	\$17,659	\$18,659	\$19,339

Mean retirement income	\$16,547	\$23,977	\$25,483
Mean public assistance income	\$1,450	\$2,774	\$2,969
% of population below poverty level	26.7%	13.5%	12.0%
% of seniors (65+) below poverty level	53.8%	6.6%	6.8%

Source: 2011-2015 ACS 5 year estimates

Of the 132 residents over the age of 16 estimated to be living in the town by the 2015 ACS, about 59.1% of them were employed according to the 2015 ACS. About 9.1% of the residents over the age of 16 were unemployed at that time. The ACS estimates that roughly 40.9% of the residents 16 and over were not considered part of the labor force.

The overall percentage of people living below the poverty line in Woodside is nearly double that of Kent County, and over double of the State. The 53.8% of seniors in Woodside living below the poverty level is 9 times the amount of seniors in Kent County and the State.

Table 8 shows that workers in Woodside take part in a number of occupations, the most prevalent of which is service occupations (27.3%).

Table 8. Occupation of Workers 16 years and older, 2015 Estimate

Occupation	Number	Percentage
Management, business, science and arts occupations	8	12.1%
Service occupations	18	27.3%
Sales and office occupations	15	22.7%
Natural resources, construction and maintenance occupations	12	18.2%
Production, transportation, and material moving occupations	13	19.7%
Total	66	100%

Source: 2015 ACS 5 year estimates. Please note the data referenced has a significant margin of error.

2-2h. Conclusion

The population and demographic information derived from the US Census and the American Community Survey may be variable due to the small population size of Woodside. However, when compared to similar data at the County and State levels, some interesting trends do emerge, which serve to illustrate the nature of the town and its residents. The population had generally remained the same from 1950–2010 and has a marginally older population than both the state and Kent County, with the median age of a resident of Woodside being 46.1 years old. This is older than the median age of Kent County (36.6 years) and the State (38.8 years). The average level of high school education of Woodside's population age 25 and over is generally equal to Kent County and the State. Woodside's level of college education is considerably lower than Kent County and the State (7.3% compared to 22.5% and 30% respectively). When it comes to the housing issues, over a third of the housing was built before 1949, (some in the mid-to-late 1800s), which may contribute to the median housing values being significantly lower than either Kent County or the State. However, Woodside has a lower vacancy housing rate than either Kent County or the State, with only 20.5% of the residents being renters. The employment rate for Woodside for those over age 16 is approximately 59.1%, with the most prevalent occupation being in the service industry. It was of concern to note that the overall percentage of people

living below the poverty line in Woodside is nearly double that of Kent County, and over double that of the State. The 53.8% of seniors in Woodside living below the poverty level is nine times the number of seniors in Kent County and the State. One of the priorities of the Woodside Town Council should be to find ways to assist seniors who live below the poverty level. This may involve educating them on programs they may be eligible for, such as home improvements, energy subsistence or transportation programs for seniors.

When evaluating the information from these reports, it must be taken into consideration that many of these residents have lived the majority of their lives, if not all of their lives, in this town. Many of the older homes have not been maintained adequately due to financial constraints, which has contributed to lower housing values and the older, larger homes are often harder to sell as they require more upkeep and maintenance.

2-3. Future Land Use

The Town of Woodside contains a limited variety of land uses as described in Section 1-3. While the majority of land uses in the town are residential or agricultural, there are a number of commercial and institutional uses in the town. The future land uses and areas considered for annexation for the Town are shown on Map 6. The following is a description of each land use category, and the policies that will guide the town when implementing land use regulations and future development proposals in each area.

2-3a. Residential Land Uses

The majority of the town is designated for future residential and agricultural land uses. This generally includes all lands that were found to contain existing single family homes and mobile homes and lands that are currently in agricultural production. It is the intent of the town that these areas will either remain as single family homes, or be developed from agricultural use into housing that is consistent with the character of the town. Here are some general policies that will guide residential land uses in Woodside:

- Preservation and rehabilitation of existing homes in Woodside is encouraged and ordinances should be updated and created in order to encourage and ensure homes are maintained.
- Develop ordinances to encourage the maintenance of existing homes and ordinances on homes having permanent foundations, such as block or slab foundations.
- Encourage development of vacant parcels that will improve and inspire home ownership in the town of Woodside, while preserving the character of Woodside.

2-3b. Commercial Land Uses

The commercial land uses in Woodside are scattered throughout the town. They are generally located along Main Street and Turkey Point Road and are small business enterprises. The intent of the town is to allow and encourage general commercial businesses that are consistent with the nature of a small town. Here are some general policies that will guide commercial land uses in Woodside:

- Existing commercial uses will be allowed to continue to operate.

- Woodside will encourage and promote retail, service, and office uses of a smaller scale that can provide needed goods and services and jobs to the town.
- Woodside will seek to adopt regulations to encourage commercial businesses to comply with the “character of a peaceful rural community” – by using regulatory tools such as conditional use and/or special exception approvals to minimize the negative impacts of parking and traffic and to encourage business practices and property maintenance that reflects the community character.

2-3c. Institutional Land Uses

There are a few institutional uses in town. It is the intent of the town to encourage their continued operation and role in the community by continuing to designate them for future institutional use. These uses include churches, the Woodside Post Office, and the Town Hall, which is frequently used for town meetings and gatherings. Here are some general policies that will guide institutional land uses in Woodside:

- The existing institutional uses will be encouraged to continue their roles in the community, and to be allowed to grow and expand in a reasonable fashion that is consistent with the character of Woodside.
- New institutional uses may be considered in the “Main Street” district, or elsewhere in the town and perhaps regulated as conditional uses in future land use regulations adopted by the town.

2-3d. “Cottage Industries”

The residents of Woodside are resourceful and hardworking people. Many residents operate small businesses out of their homes and properties in town, and it is the intent of the town to allow and encourage this practice throughout Woodside. These are called “cottage industries” and they generally refer to small scale businesses that are conducted by residents or owners of a property. These uses are not mapped, but in fact exist and could exist throughout the town. Here are some general policies that will guide cottage industries in Woodside.

- Cottage industries are encouraged to promote entrepreneurship and self-sufficiency among the residents of Woodside.
- Cottage industries should be regulated by the future land use regulations in Woodside, perhaps as a “conditional use” allowed in all zones.
- When the town is developing the future land use regulations, they should define some parameters that will guide the establishment and operation of cottage industries. The goals of these parameters will be to ensure that cottage industries are compatible with their neighbors but still have the flexibility to operate and flourish economically. These businesses should comply with the character of a peaceful rural community, by not causing parking issues, traffic issues and ensure that their business practices and upkeep reflects the community character.

2-3e. *Recommendations, Future Land Use*

1. Follow the Land Use Policies in Section 2-3. The town should follow the land use policies listed in this section when considering any land development application, and when developing the land use regulations.
2. Following the recommended land uses shown on Map 6 as the Future Land Use and Annexation Map, is an integral part of this plan. In practice and use, both the text in this plan (specifically in Section 2-3) and Map 6 should be used in conjunction with one another when making any land use determinations.

2-4. *Growth and Annexation*

2-4a. *Growth inside Woodside*

There are two very small areas of land that are vacant, with the biggest being 0.25 acre and the other only 4390 square feet (less than 0.20 acre), owned by a company partnership. Both parcels border up to Fifer Farms and are behind other residential parcels located on Main Street in Woodside. Neither parcel has a water or septic supply or an accessible road, which makes it unfeasible for development at this time.

2-4b. *Annexation*

The primary goal of the Woodside annexation plan is to annex parcels that are split by the town and county boundary and to consider annexing properties adjacent or near the town, that are already considered part of the community.

There are four areas where the property owners have already expressed interest in having their split parcels annexed into the town.

- First area: The first area belongs to a property owner who desires to annex his remaining property that is currently in Kent County. His home is located on Main Street in Woodside, but his garage is split between the town of Woodside and Kent County boundaries. This would remain a residential area.
- Second area: The second area belongs to a property owner who desires to annex his split property into Woodside. Currently, it is a residential area with a large parcel of land behind it, which could be used for additional residential uses.
- Third area: The third area belongs to a property owner who desires annexing her split property into Woodside. Currently, it is a large agricultural area. The plan is to continue the parcel as an agricultural area, with no plans on developing it into anything else.
- Fourth area: The fourth area belongs to property owners on Upper King Road, who desire to annex their split property into Woodside. Currently, it is a residential area split between the town of Woodside and Kent County.

In order to proceed with annexation, the town should have appropriate land use regulations in place. In order to achieve this, the town recently had to modify the Town Charter which had no procedure on how to proceed with annexation. In addition, the town and property owners must properly evaluate the impact of the annexation on town revenues and operations before agreeing to the annexation. Due to the fact that the town currently provides few services and that these parcels are considered generally to be part of the town now, it is assumed that there will not be many negative impacts associated with these annexations, when they occur.

A meeting was held on February 5, 2018 with the Town of Camden officials and two members of the Delaware State Planning Department, to discuss possible overlapping of annexation plans between the two towns. It was found that some of the parcels that Camden had proposed for annexation in 2007 were also parcels being currently considered by Woodside. The attendees reviewed the future annexation plans and Camden officials agreed that those parcels were more acceptable to be taken in by Woodside rather than Camden. Camden agreed to modify their map in their updated comprehensive plan to show those changes.

At the PLUS meeting held on June 27, 2018, the Camden Town Manager reiterated that the Town of Camden would continue to work with the Town of Woodside on any parcels considered for annexation into Woodside that Camden may have considered in their previous comprehensive land use plan. A letter written on August 27, 2018 was received from the Town of Camden confirming this position. See Appendix C.

2-4c. Recommendations, Growth and Annexation

1. Follow the Annexation Goals in Section 2-4. Annexation procedures were recently developed for the town Charter and submitted for legal review by the town solicitor and state representatives, which were approved on July 1, 2018. These guidelines must be followed in order to avoid confusion and conflict with neighboring territories, such as the Town of Camden and Kent County.

2. Follow the recommended land uses shown on the Future Land Use and Annexation Map, as this is an integral part of this plan. In practice and use, both the text in this plan (specifically in Section 2-4) and Map 6 should be used in conjunction with one another when considering any annexation request.

3. Other recommendations regarding annexation. Coordination must be made with the town of Camden, which borders the town of Woodside, in consideration of their future land use and annexation plans, so conflicts in annexation plans will be avoided.

2-5. Public Utilities and Services

2-5a. Water System

There is no public water system in the town. Water supply in the town is currently provided by individual wells located on each property. Domestic wells in the area are normally shallow, in the 60-70 foot range and draw from an unconfined aquifer. Nitrate may exceed 10 mg/L as nitrogen in areas

affected by agriculture or domestic sewage, and iron may exceed 30 mg/L in some areas of the unconfined aquifer. Delaware Groundwater use is regulated by the Department of Natural Resources and Environmental Control (DNREC) under the terms of the Delaware Environmental Protection Act (7 Delaware Code, chapter 60). The Water Supply Section of DNREC licenses well drillers, issues permits for the construction of all water wells, requires reports on the completion of these wells, and issues allocations for the use of ground and surface water.

During the public participation process and past community meetings, the need for a public water system was addressed but was not one of the top issues of concern. However, because the water supplied is from shallow wells, it is important that the town protects its source water resources, by working with DNREC in adopting ordinance that include regulations governing the use of land within those critical areas designed to protect those critical areas from activities and substances that may harm water quality and subtract from overall water quantity.

2-5b. “TMDLs” – Total Maximum Daily Load

Under section 303(d) of the 1972 Federal Clean Water Act, states are required to identify all impaired waters and establish total maximum daily loads (TMDLs) to restore their beneficial uses (e.g., swimming, fishing, harvesting and drinking water). A TMDL defines the amount of a given pollutant that may be discharged to a water body (including the ability of a “water-quality limited” waterbody to assimilate a given pollutant) from point, nonpoint, and background sources while still allowing attainment (or maintenance) of the applicable narrative and numerical water quality standards. By reducing these pollutants to the level specified by the TMDLs, the community will ensure that a water body meets the water quality criteria and goals specified in the State Water Quality Standards (e.g., nutrients, bacteria, and dissolved oxygen).

In order to achieve the reduction requirements for nutrients and bacteria in the St. Jones River watershed, the Pollution Control Strategy must be followed. This is an implementation strategy that identifies the actions necessary to systematically reduce the pollutant loading rate for a given waterbody and meet the TMDL reduction requirements specified for that waterbody. Specifically, a PCS is a combination of best management practices (e.g., wetland buffers, storm water management, etc.) and control technologies that reduce nutrient and bacterial pollutant runoff loading to waters of a given watershed to a level consistent with the TMDLs pollutant reduction specified for that watershed. The PCS for the St. Jones River watershed consists of recommendations from the following three areas: agriculture, storm water and wastewater. The pollutants specifically targeted for reduction in the St. Jones River watershed are nutrients (e.g., nitrogen and phosphorus) and bacteria. Currently, the PCS for the St. Jones watershed contains only suggested or non-regulatory recommendations.

2-5c. Wastewater Treatment System

There is no public sewer system in Woodside. Wastewater is handled by individual, on-site septic systems. Septic system quality varies throughout town. Some systems are in good repair or have been recently replaced with new systems. Other property owners may in the near future face the possibility of costly repairs and/or replacement of their septic systems due to failing or near-failing conditions. Some

property owners, who need to abandon a failing septic system, may have difficulty obtaining a permit for a new septic system due to relatively small lot-sizes or having property that will not pass inspection for a new system. In part, this variation in septic system drives opinion among Woodside's residents regarding the need for a sewer system coming to town.

This topic has been discussed repeatedly over the past 20 years and is one topic that frequently comes up in discussion at town meetings. Kent County provides sewer service in areas near Woodside and would be the town's sewer provider if Woodside decided to pursue this service. A feasibility study would need to be done to assess the need for public sewer and the cost involved in pursuing such a project for the town.

2-5d. Solid-Waste Disposal

Refuse collection services currently are the responsibility of the individual property or home owners. The Town Council is currently evaluating the feasibility and acceptance of contracting with the Kent County Waste Program for solid waste disposal. Obtaining the necessary 65% majority of current property owners is a concern, as the yearly cost of \$312.50 which is added to the yearly tax bill is unaffordable for many of our senior residents and low income families.

Woodside is only 10 miles from the Sandtown Land Fill, which many people utilize instead of hiring a waste hauler. The cost of DSWA's Collection Stations operate on a "pay-as-you-throw" basis, where each bag of garbage or yard waste disposed of is \$1.00. DSWA offers free recycling bins at Sandtown and also at the Cheswold Center, which is located on Fork Branch Road.

2-5e. Storm Water Management

Storm water management is an issue for many towns, especially historic towns like Woodside that may not have a well-defined storm water management infrastructure. Woodside currently has drainage grates along part of Main Street, which drains into drainage ditches on the left side of Sparkeys Lane, which funnels into a drainage ditch from Sparkeys Lane to Upper King Road. DNREC completed a public ditch project about 12 years ago to clean the ditch from Main Street along Sparkeys Lane to Upper King Road, and the ditch on the east side of Upper King Road, across Walnut Shade Road and to points north. This effort was a stand-alone project with no permanent right-of-way or further responsibilities conferred to DNREC. DelDot is responsible for cleaning out the drainage grates on Main Street and Property Owners must be reminded that they are responsible for cleaning out the drainage ditches on their property.

2-5f. Climate Change & Sea Level Rises

Consideration from the effects of Climate Change must be kept in mind as Woodside may be impacted by changes in sea level, increased precipitation events and more extreme high temperatures in the future. Currently Woodside is not prepared for flooding or extreme temperature effects upon its population. It would be beneficial to consider programs available to our residents through DNREC grants, which could assist with weatherization, energy efficiency and storm water management.

2-5g. *Plan Recommendations, Public Utilities and Services*

- Evaluate the need for a public sewer system. In the future, the town may need to consider the need for town-wide sewer service as current septic systems fail or property owners are unable to install new septic systems. The town would need to coordinate options with Kent County on how best to proceed with financing and installing such a system.
- Evaluate the need for a public water system. In the future, the town may need to consider the need for public water, considering the presence of shallow wells and the factors that may affect their use over the long term, such as pollution, draught, and access to current aquifers.
- Determine resources available for solid waste disposal as a means to provide town-wide refuse disposal. This has been addressed by residents and cost is the prohibiting factor for many. DNREC Solid and Hazardous Waste Management group has reached out to the town to evaluate its need and offered to assist in overcoming some of the residents' concerns.
- Work with DelDot on coordinating storm water management, so street flooding can be avoided.
- Consider grant funding and technical assistance from DNREC through the Sustainable Communities Planning Grant Program and the Resilient Community Partnership to assist with the effects of climate change on our population.
- Advise residents of resources available, such as the Weatherization Assistance Program, that would help weatherproof their homes and make them more energy efficient.
- Drainage ditches on private properties are the responsibility of the property owners and reminders will be sent to them, if the town council notes excessive overgrowth and blockage of water in those areas.

2-6. *Community Services and Facilities*

2-6a. *Police*

Police services are provided to Woodside when needed through Troop 3 of the Delaware State Police Department. The State Police provides 24-hour a day services for the town from the State Police Troop Headquarters office located at 3759 South State Street in Camden, DE 19934. They can be contacted at 9-1-1 for emergencies or at (302) 697-4454 for non-emergency services. The town does contract with the state police for additional patrol services for monitoring speeding cars/trucks along Main Street and Upper King Road in Woodside.

2-6b. *Fire Service*

The Camden-Wyoming Fire Company, which is located at 200 East Camden-Wyoming Avenue in Camden, provides both fire protection and emergency medical service for the residents of Woodside. They can be contacted at 9-1-1 for emergencies or at (302) 697-3201 for non-emergency services, such as obtaining a burn permit. This is one of the 18 volunteer fire companies operating in Kent County and, although each has its own district, they all provide mutual assistance when needed. The Felton Volunteer Fire Company serves as a back-up for the Camden-Wyoming Fire Company, if needed, and can be reached by 9-1-1 for emergencies or at (302) 284-4800 for non-emergency services.

2-6c. *Emergency Medical Services*

The Kent County Emergency Medical Service provides emergency medical services to the town, with the Camden-Wyoming Fire Company as a back-up. They can be contacted by dialing 9-1-1.

2-6d. Education and Library Facilities

Woodside is in the Caesar Rodney School District and the Polytech School District. The elementary and middle schools available are located in the Caesar Rodney School District and both Caesar Rodney and Polytech provide high school education. Bus transportation is provided to students attending these schools. There are also numerous faith-based private elementary schools within a short distance from Woodside.

Kent County Public Library is within 3 miles of Woodside, located at 497 South Red Haven Lane in Camden, DE, directly off Route 13. It is open seven days a week.

2-6e. Senior Services

The town of Woodside has no senior services centers available. There are two centers within a short distance of Woodside: Harvest Years is located at 30 South Street in Camden, DE and the Modern Maturity Center is located at 1121 Forest Avenue in Dover, DE. Both agencies provide transportation to their facilities and provide resources for adult day care, medical care and meals.

The Delaware Transit Corporation, operating as DART First State, is the only public transportation system that operates throughout Delaware. The closest pick-up points are at the Wal-Mart in Camden and at Polytech High School. Paratransit transportation for the disabled and elderly can be contacted at 800-652-DART to provide transportation to medical appointments. DART also provides a Senior Citizen Affordable Taxi service, which can be contacted at 800-652-DART Option #2.

2-6f. Health Care

There are no health care facilities located within Woodside. The Bay Health Medical Center, located at 640 South State Street in Dover provides health care to Woodside residents, including emergency care. There is an urgent care walk-in clinic called “Got A Doc”, located at 379 Wal-Mart Drive in Camden, DE. There is a Walgreen’s Pharmacy located within one-half mile of the Woodside town limits on the corner of Route 13 and Walnut Shade Road.

2-6g. Postal Service

Woodside has had a post office in the town since 1867. The Woodside Post Office is a focal point of the town, where local postings can be placed to announce upcoming town events and meetings. It currently is located in a section of a privately owned house on the corner of Turkey Point Road and Main Street. Currently, the post office is open from 7:30 am to 4:30 pm Monday through Friday with a full service window open only from 12:30 to 4:30 p.m. It is open on Saturdays with a full service window from 7:30 to 11:30 a.m. Many of the residents receive their mail delivery through rental of post office boxes at the local post office. Their mailing address is Woodside, DE by using the zip code of 19980.

As an alternative, Woodside residents can receive mail delivery via the Dover Post Office, which necessitates using a Dover address and zip code of 19904 or can receive their mail through delivery from the Felton Post Office by using a Felton address and the zip code of 19943. Home delivery from either Dover or Felton requires installation and maintenance of a suitable mail box near the road for roadside delivery.

2-6h. *Parks and Recreation*

There are no public parks located in Woodside. There is a walking trail located at Polytech High School and Brecknock Park, which is located in Camden. Brecknock Park has biking and walking trails along with areas for picnics and playgrounds. Residents are interested in having an area slated for a park on some vacant property, but concerns exist on purchasing such a site and the town's ability to maintain it and to pay for liability insurance.

One area of recreation that is available in Woodside is fishing at Derby Pond, which is located on Upper King Road. It is a 23 acre freshwater reservoir, which has a variety of fish species, including Large Mouth Bass, Bluegill, Yellow Perch and Crappie. A valid fishing license is required. Parking is available at the site.

2-6i. *Plan Recommendations, Community Services and Facilities*

- The feasibility of having a public park in town is not likely, in view of limited vacant space and the liability for the town. However, in the community questionnaire, town residents expressed a need for more community events, so having town events and celebrations located at the Town Hall may be a consideration.
- Partner with local organizations to schedule social activities in town to maintain community spirit and increase civic engagement.
- Partner with local organizations to provide information and resources to seniors, disabled and low income families. This may include weatherization programs, meals-on-wheels, home improvement assistance or low cost home maintenance resources.
- The town should utilize the Statewide Comprehensive Outdoor Recreation Plan (SCORP) to identify some recreational goals and strategies that would benefit our property owners.

2-7. *Transportation*

2-7a. *Regional Transportation*

The main routes that serve the town are under the jurisdiction of the State, through the Delaware Department of Transportation (DelDot), which is responsible for street maintenance and snow removal. Route 10A and Route 15, also known as Main Street and part of Walnut Shade Road, runs in an East-West direction and is the primary road through town. Route 15 diverts to a Northerly direction at Dundee Road in Woodside. Route 10A continues west and turns into Henry Cowgill Road and ends at the intersection of Route 10 (Willow Grove Road). Route 10A and Route 15 intersect with Route 13A (Upper King Road), which is the other primary road that runs through town in a North-South direction. See Map 5 for information on the Transportation Network.

There currently is no Bike Lane space along our main streets, which can provide a hazardous condition for bicyclists on our 2-way road. However, this is being addressed with the TAP Project that is being worked on with the Department of Transportation.

2-7b. Local Roads

The Town of Woodside owns one municipal street in town called Fleming Street, which the town is responsible for its upkeep and maintenance. This maintenance is primarily accomplished through the use of Municipal Street Aid Funds. The Town is also responsible for snow removal on this road. Woodside contracts out for snow removal service on an as-needed basis.

2-7c. Transit

The Delaware Transit Corporation, operating as DART First State, is the only public transportation system that operates throughout Delaware. The closest pick-up points are at the Wal-Mart in Camden and at Polytech High School. Paratransit transportation for the disabled and elderly can be contacted at 800-652-DART to provide transportation to medical appointments. DART also provides a Senior Citizen Affordable Taxi service, which can be contacted at 800-652-DART Option #2.

There is a Park and Pool lot located in Canterbury at the Shore Stop at US 13 & Road 31 available for people who participate in a car or vanpool.

2-7d. Railroad

The rail line is owned and maintained by Norfolk Southern Railroad and runs from north to south, bisecting Main Street and running parallel to Turkey Point Road. Several trains per day haul freight through the town. Although the railroad has played a major role in Woodside's history, there currently are no stations or other rail facilities in the town.

2-7e. Transportation Issues

Traffic speeding through Woodside on Main Street and Upper King Road creates safety concerns for both pedestrian and automobile traffic in town. A variety of options to deal with this issue have been identified and discussed at several town meetings. Through our local state representative, Woodside has obtained a flashing speed warning sign to alert speeders and this has been beneficial. The town has also hired part-time State Police officers to monitor speeders with radar and to issue citations as needed.

Both Route 10A and Route 15 are frequently used as a connection (by commercial tractor trailers) between main corridors (Route 13 and Route 10) and for local deliveries. Living near large farms also involves the transporting of large farming equipment along Main Street. However, parts of Main Street are narrow and at times there is cause for caution when traveling, as there is limited area to maneuver around wide loads.

The town is pursuing the feasibility of providing sidewalks along one side of Main Street, to provide a safe walking area for residents, through the Department of Transportation TAP project funding and to provide a cohesive feel to the town.

Through the TAP project that is being worked on, the possibility of having a bike lane incorporated when the sidewalks and new paving projects occur has been addressed. This would provide a safe form of transportation to our residents and encourage outdoor activity.

Town residents are concerned with the lack of street parking in Woodside. DelDot revamped the lines on Main Street approximately five years ago and posted NO Parking signs along the street. Residents on Fleming Street also voice that there is no space for street parking. Main Street is slated to be repaved in 2019 and the town council plans to coordinate with DelDot to reinstate some street parking along Main Street in the future. In the meantime, people utilize the church parking lot on Main Street when parking space is needed.

2-7f. Recommendations, Transportation

When considering current and potential transportation issues, the town will need additional evaluations done with assistance from DelDot before any improvements or changes can be made. Some potential evaluations that the town may consider are:

- Surveillance of traffic and traffic patterns to document and support the town residents' sense of traffic violations.

- Based on documented surveillance, pursue an enforcement plan.

- Determine the best method of enforcement; i.e. continue to hire off-duty State Police officers to enforce traffic laws within town limits; contract with other small town's law enforcement.

- Consider pros and cons of installing additional digital speed limit alert signs along both Main Street and Upper King Road.

- Review current approaching speed limit signage and work with Kent County and State government agencies to determine if existing signage is appropriately placed for incoming traffic.

2-8. Community Character and Design

2-8a. Context and Community Character

The town of Woodside is arranged around the rail line that runs north-to-south, and Main Street that runs east-to-west. The town is located west of Route 13. To the south of Woodside is the town of Felton, to the north is the town of Camden, and to the east is the town of Magnolia. Woodside is very typical of the many "railroad" towns in the western parts of Kent County that grew in association with the rail line in the late 1800s. The town population has remained fairly consistent during the last two decades, and given the strong indication from the latest surveys, the residents of Woodside wish to maintain the small town atmosphere and have little inclination for commercial or industrial growth in the town.

2-8b. Land Use and Design

While the majority of land uses in the town are residential or agricultural, there are a number of commercial and institutional uses in the town. The town is also surrounded largely by agricultural and open spaces.

The majority of the homes in the town limits are of the single-family, detached variety. They are typically on smaller lots than modern homes. Additionally, a few property parcels are split up, meaning that part of the residence is within the town limits and part is in Kent County. Most homes and buildings along Main Street have small setbacks from the street. There are a few homes in disrepair that needs to be addressed.

The commercial land uses in Woodside are scattered throughout the town. They are generally located along Main Street and Turkey Point Road and are small business enterprises. The intent of the town is to allow and encourage general commercial businesses that are consistent with the nature of a small town.

Currently, Woodside's land use and zoning ordinances are very outdated, leaving the town somewhat vulnerable to annexation plans of surrounding towns.

2-8c. Recommendations, Community Character

Preserve the Small Town Atmosphere: Woodside should protect its small town feel by encouraging limited annexation of properties to encompass split properties and/or neighboring properties to the current town limits. Additionally, the town must take into consideration a balance between commercial and residential zoned properties.

Encourage maintenance and conservation of the town's small-town character and appearance through revision and increased enforcement of property maintenance ordinances for existing and future structures.

Encourage the redevelopment of vacant homes and parcels within the town's boundaries.

2-9. Redevelopment

2-9a. Redevelopment Potential

Although the majority of houses in Woodside are fairly well maintained, there are a few residential properties in town that are in extremely poor condition and in need of repair and maintenance. For the benefit of all the town's residents, steps should be taken to redevelop these blighted properties. The redevelopment will improve the aesthetic appeal of the town, and has the potential to improve property values throughout Woodside, thus attracting new residents. The town needs to remain cognizant of property maintenance issues because older homes, which make up much of the housing in Woodside, often have more maintenance issues than newer homes.

Brownfields are real property that the redevelopment, reuse or, expansion of which may be hindered as a result of a reasonably-held belief that they may be environmentally contaminated (7 Del.C. §9103). Productive use of these idle properties provides "new" areas for economic development, primarily in former industrial areas with existing utilities, roads and other infrastructure. DNREC encourages the development of Brownfields offering assistance and possible grant funding for investigating and remediating Brownfield sites. There are currently no sites listed in the DNREC Site Investigation and Restoration Section database with an address of Woodside. However, it is possible that a site could exist, listing the city address as a nearby larger municipality such as Camden or Dover.

2-9b. Recommendations, Redevelopment

A). Code Enforcement: The town should update and develop code enforcement plans to ensure that housing is properly maintained. It is crucial that the inspections be systematic, fair and consistent in order to be effective. Due to Woodside's size, it is unlikely that a full time enforcement office is needed or could be funded by the town. Woodside should explore other options, such as developing an MOU with Kent County for enforcement of the town ordinances.

B). Assist homeowner with maintenance and repairs. Some homeowners may lack the expertise or resources needed to properly maintain their homes. The following list includes ideas for how the town will become more proactive in assisting residents with repairs and maintenance issues for their homes:

a) Publish and distribute a brochure to all homeowners explaining the Ordinance requirements for maintenance and listing resources for help.

b) Promote and publicize existing state and county resources for repair and redevelopment of housing. Most of these programs are intended to either preserve historic housing or assist low to moderate income citizens.

C). Take steps to redevelop vacant properties. The town may make it a priority to redevelop the few vacant properties that are in the worst condition. These steps might include working with absentee property owners on code enforcement, acquiring properties through condemnation and repairing or demolishing them, or actively seeking new owners who would want to repair or replace the structures. Due to Woodside's size, it would certainly be necessary to solicit assistance from other groups. Potential partners in this sort of effort include the Community Development Block Grant program administered by the County, realtors and developers interested in preservation, or non-profit housing groups.

D). Be aware of the possibility of Brownfield areas that could exist in Woodside. DNREC provides a database of known sites and works to clean up and reinvest in these properties.

Chapter 3. Implementation

The Town of Woodside's Comprehensive Land Use Plan represents many months of effort from the CLP Planning Committee, the Woodside Town Council, Woodside residents, as well as many consultations with Kent County and the State of Delaware government representatives. This process has been a learning experience for all the members involved, as we have learned of deficiencies in our current town charter and ordinances, including the lack of annexation processes to grow our town, and the resources available to assist in moving our town into a more positive direction.

3-1. Summary of Recommendations and Actions

3-1a. Actions to be considered at all times

- Section 2-1a: It is recommended that the town adopt this plan and seek certification through the State of Delaware. This plan will serve as a unified advisory document regarding land use and growth issues in Woodside, and as the basis for zoning and land use regulations in the town.
- Section 2-3e: Follow the Land Use Policies in Section 2-3. The town should follow the land use policies when listed in this section when considering any land development application, and when developing the land use regulations.

- Section 2-4c: Annexation procedures were recently developed for the town Charter and submitted for legal review by the town solicitor and state representatives, which were approved on July 1, 2018. These guidelines must be followed in order to avoid confusion and conflict with neighboring territories, such as the Town of Camden and Kent County.
- Section 2-4c: Coordination must be made with the Town of Camden, which borders the Town of Woodside, in consideration of their future land use and annexation plans, so conflicts in annexation plans will be avoided.
- Section 2-8c: Preserve the Small Town Atmosphere: Woodside should protect its small town feel by limiting annexation of properties to encompass split properties and/or neighboring properties to the current town limits. Additionally, the town must take into consideration a balance between commercial and residential zoned properties.

3-1b. Short Term Actions (within 18 months)

- Section 2-1a: In order for the town to have some say in how land is developed and used, it will update and develop zoning ordinances or other land use regulations once the plan is adopted. The Zoning Map must be in place within 18 months of plan adoption according to State law. The Town should consider adopting land use regulations that address coordination with other agencies, permitting, design, and compliance with relevant environmental regulations such as storm water management, TMDLs, and wetlands protection. This will help in protecting property values and encourage the proper use of land.
- Section 2-1a: When developing the land use regulations for the town, Woodside will address the capacity to administer those regulations in a fair and consistent manner. Due to the fact that the town does not have any employees, it will evaluate the feasibility of obtaining assistance from another level of government (such as Kent County) or from a private consultant.
- Section 2-3d: When the town is developing the future land use regulations, it will define some parameters that will guide the establishment and operation of cottage industries. The goals of these parameters will be to ensure that cottage industries are compatible with their neighbors but still have the flexibility to operate and flourish economically.
- Section 2-5e: Determine resources available for solid waste disposal as a means to provide town wide refuse disposal. This has been addressed by residents and cost is the prohibiting factor for many. DNREC Solid and Hazardous Waste Management group has reached out to the town to evaluate its need and offered to assist in overcoming some of the residents' concerns.
- Section 2-6i: Partner with local organizations to schedule social activities in town to maintain community spirit and increase civic engagement.
- Section 2-7e: Improve the ability of pedestrians to safely move through the town by investigating best methods and practices for enforcing traffic laws, attending to sidewalk repair, as well as exploring the feasibility of installing new sidewalk paths and bike paths.
- Section 2-9b: Assist homeowners with maintenance and repair. Some homeowners may lack the expertise or resources needed to properly maintain their homes. The following list includes ideas for how the town will be more proactive in assisting residents with repairs and maintenance issues for older homes:
 - a) Explore the feasibility of publishing and distributing a brochure to all homeowners explaining the Ordinance requirements for maintenance and listing resources for help.

b) Promote and publicize existing state and county resources for repair and redevelopment of housing. Most of these programs are intended to either preserve historic housing or assist low to moderate income citizens.

3-1c. Intermediate Term Actions (18 months to 5 years)

- Section 2-4b: Annex current split town parcels and neighboring or near properties, thus inspiring a slow, but steady growth for the Town of Woodside. The town and property owners must properly evaluate the impact of the annexation on town revenues and operations before agreeing to the annexation.
- Section 2-5e: Evaluate the need for a public sewer system. In the future, the town may need to consider the need for town-wide sewer service as current septic systems fail or property owners are unable to install new septic systems. The town would need to coordinate options with Kent County on how best to proceed with financing and installing such a system.
- Section 2-5e: Work with DelDot on coordinating storm water management, so street flooding and blocked or overgrown drainage ditches can be avoided.
- Section 2-7f: When considering current and potential transportation issues, the town will seek improvements and additional evaluations will be made. Surveillance of traffic and traffic patterns to document and support the town residents' sense of traffic violations will be completed.
- Section 2-7f: Based on documented surveillance, pursue an enforcement plan, after determining the best method of enforcement; i.e. continue to hire off-duty State Police officers to enforce traffic laws within town limits; contract with other small town's law enforcement.
- Section 2-7f: Consider pros and cons of installing additional digital speed limit alert signs along both Main Street and Upper King Road.
- Section 2-7f: Review current approaching speed limit signage and work with Kent County and State government agencies to determine if existing signage is appropriately placed for incoming traffic.
- Section 2-8c: Maintain and conserve the town's small-town character and appearance through revision and increased enforcement of property maintenance ordinances for existing and future structures. The town will update and develop code enforcement plans to ensure that housing is properly maintained. It is crucial that the inspections be systematic, fair and consistent in order to be effective. Due to Woodside's size, it is unlikely that a full time enforcement office is needed or could be funded by the town. Woodside will explore other options, such as developing a MOU with Kent County for enforcement in the town.

3-1d. Long Term Actions (5 years or more)

- Coordinate with nearby municipalities, Kent County, and the state to mitigate the impacts of development of surrounding areas on the Town of Woodside, promoting the preservation of open space when possible.
- Take steps to redevelop vacant properties. The town intends to make it a priority to redevelop the few vacant properties that are in the worst condition. These steps might include working with absentee property owners on code enforcement, acquiring properties through condemnation and repairing or demolishing them, or actively seeking new owners who would want to repair or replace the structures. Due to Woodside's size, it would certainly be necessary to solicit

assistance from other groups. Potential partners in this sort of effort include the Community Development Block Grant program administered by the County, realtors and developers interested in preservation, or non-profit housing groups.

3-2. Intergovernmental Coordination

3-2a. Intergovernmental Coordination Strategy

Land development activities occurring within Woodside and on the lands within Kent County's jurisdiction surrounding the town will affect the quality of life of all the people living and working in this area. Therefore, it would be of great benefit to both the town and county to develop a cooperative and open relationship. The town should contact Kent County and initiate discussions on matters for which the town may be interested in receiving assistance from Kent County, such as planning or administrative matters. Likewise, the county may find this enhanced relationship can help keep it informed of matters it may not be aware of occurring within the town.

Additionally, the town should maintain a good dialogue with the Delaware Office of State Planning Coordination (OSPC) and the professional planner the OSPC has designated to assist the town in a variety of issues, including assisting the town in updating its zoning ordinances, identifying appropriate contact persons within state or county departments, identifying funding for programs developed to assist the municipalities in Delaware, and providing direction on alternatives to locating data and information the town may need in its efforts to apply for loans and grants.

Members of the Town Council met with Sarah Keifer, Director of Kent County State Planning on August 23, 2018 to review her opinion on the Woodside Comprehensive Plan. At that time, she stated she found no issues with the Comprehensive Plan and did not feel a written letter from her was necessary to complete the updated plan.

Finally, the Town of Woodside should continue to maintain its relationship with the Town of Camden and other surrounding towns such as Viola and Felton. The towns may find there are services available from these nearby towns on matters in which each municipality can provide mutual assistance.

3-2b. The PLUS Review letter received on July 25, 2018 from the Office of State Planning Coordination and the Town of Woodside's PLUS Review Response

July 25, 2018
Mayor Michael Warren
Town of Woodside
P.O. Box 211
1478 Main Street
Woodside, DE 19980

RE: PLUS review 2018-06-01; Town of Woodside Comprehensive Plan

Dear Michael:

Thank you for meeting with State agency planners on June 27, 2018 to discuss the Town of Woodside's comprehensive plan. State agencies have reviewed the documents submitted and offer the following comments. Please note that changes to the plan, other than those suggested in this letter, could result in additional comments from the State. Additionally, these comments reflect only issues that are the responsibility of the agencies represented at the meeting.

Certification Comments:

Please provide written documentation from the Town of Camden and Kent County indicating that they have reviewed the plan and have no objections. Please detail any comments received from both jurisdiction and note how these comments have been addressed.

Camden and Woodside share a boundary. There is one area of overlap between the annexation plans of Camden's current plan and this proposed Town of Woodside plan. There has been at least one meeting between the two Towns to discuss the issue, and we understand that there will be ongoing coordination regarding annexation areas as Camden completes their comprehensive planning process. Please provide written documentation from Camden that they are committed to continuing this coordination.

Recommendations: Our office strongly recommends that the Town consider these recommendations from the various State agencies as you review your plan for final approval.

Our office would like to commend the Town of Woodside for developing their first Comprehensive plan in over 30 years. The plan was a community driven effort to envision the future of the town. It is a well done plan for a small town and provides detailed information and actionable implementation steps in a format that is easily accessible. Our office looks forward to helping Woodside implement the plan in the coming years.

We have the following recommendations to strengthen the plan:

It is not recommended to have an annexation area that overlaps the annexation area of a neighboring municipality. It is recommended that Woodside continue to work with Camden as they complete their comprehensive plan update process to ensure that the annexation areas for each town are mutually exclusive.

The quality and resolution of the maps in the plan submitted for review were not as good as they could have been. All land uses and other features were visible and usable, but the plan would look better with higher resolution maps. It is recommended that the quality of these maps be improved for the final document. Our office can assist if requested.

The plan discusses the lack of public sewer and water service, and indicates that the Town will study the feasibility of obtaining public sewer service as plan implementation item. It is recommended that the plan be revised to include a similar feasibility study regarding public water service for the Town. This is especially important because due to concerns raised in the plan about shallow wells in town.

Department of Transportation - contact: Bill Brockenbrough 760-2109

Sections 2-5d and 2-5e, respectively on page 26 and 27 of the Plan, say that DNREC is responsible for the maintenance of drainage grates on Main Street. DeIDOT is responsible for maintaining these facilities. An initial contact for the Town in this regard would be DeIDOT's Central District Engineer, Mr. Tom Greve. Mr. Greve may be reached at (302) 760-2412 or Thomas.Greve@state.de.us.

The Plan, as drafted, mentions the neighboring towns of Camden, Felton and Magnolia but not Viola. Viola is geographically closer than Felton or Magnolia and appears to have similarities to Woodside. If the two Town governments are in regular communication, perhaps that should be mentioned in the Plan. If not, perhaps there should be a recommendation in the Plan to reach out to Viola about common concerns. For example, it might be advantageous for the two towns to jointly contract for services such as trash removal.

State Historic Office - Contact: Carlton Hall 302-736-7404

The town of Woodside has a Comprehensive Plan which has sections for their History, Land Use, Annexation and Planning. The SHPO recommends the town look into the possibility of listing a potential Historic District in their town. Our office also recommends the town undertake an architectural survey to help expand on the information in their comprehensive plan and provide a foundation to preserve and protect the town's older buildings.

State Housing Authority - Contact: Karen Horton 739-4263

DSHA supports the Town of Woodside's Comprehensive Plan and its goals and recommendations related to housing. These recommendations were developed through an analysis of demographic and housing data; public feedback; and, a review of the existing housing stock and environmental constraints. As a result, the recommendations are thorough and appropriate for the Town.

As a resource for municipalities, DSHA has developed a website, [Affordable Housing Resource Center](#), to learn about resources and tools to help create housing for households earning 100% of median income or below. Our website can be found at: www.destatehousing.com "Affordable Housing Resource Center" under Other Programs. If you have any questions, please feel free to call me at (302) 739-4263 or via e-mail at karenh@destatehousing.com.

**The Department of Natural Resources and Environmental Control
Contact: Michael Tholstrup 739-9071**

**Certification Recommendations
Source Water Protection.**

The text of the comprehensive plan may include description of source water requirements, as per Delaware Code (7 Del. C. 6082(c)), and include goals and objectives related to the protection of the resource. If the Town chooses to incorporate this language into the Plan, specific guidance on how and where to provide the information is below:

This text shall be placed within the water and sewer element of the local government's comprehensive plan, as prescribed by Title 22 of the Delaware Code.

If a map of source water resources (excellent recharge areas, wellhead protection areas) is included in the plan, it must be derived from the most current datasets provided by the Department of Natural Resources and Environmental Control (DNREC).

If included, the map and plan text must clearly include the note that the regulatory provisions of any source water ordinance will refer to the most current source water protection datasets. The local government may also adopt, after consultation with DNREC, an ordinance that is protective of source water resources. If adopted, the ordinance shall refer to the most current official source water map and relevant data, as provided in the current Comprehensive Plan and as amended from time to time or include a map update procedure.

<http://opendata.firstmap.delaware.gov/datasets/delaware-well-head-protection-areas>

Recommendations for Plan Update

Climate Change & Sea Level Rise

The subject of climate change was not specifically addressed in the plan, however the Department believes that recognizing the significant impacts that climate change will have on Delaware's economy, resources, and citizens and incorporating those within the Comprehensive Development Plan is important. When discussing climate change impacts to Delaware, the Department is concerned with sea level rise, increased heavy precipitation events, and more extreme high temperatures. While the Town would not likely be impacted directly by sea level rise, storm water management, which has been identified as an issue in the Draft Plan, will be a greater challenge in the future. DNREC has guidance for utilizing green infrastructure, or nature-based strategies, to address this in an environmentally friendly manner .de.

Additionally, increased concerns for the health & safety of the population are associated with increased temperatures, which could also be discussed in the Draft Plan along with establishing a designated cooling center among the listed Community Facilities and Assets. There is an incredible volume of information available about climate change impacts. The following is a short list of the most relevant and useful information for your Comprehensive development plan efforts:

1. The Creating a Flood Ready Community training site provides links to a wide variety of resources that can be used to plan for increased heavy precipitation and sea level rise:

<http://dnrec.delaware.gov/coastal/DNERR/Pages/CTP%20Pages/FloodReadyCommunityResources.aspx>

2. Climate change impacts to human health are reviewed in the fall issue of the Delaware Journal of Public Health: https://issuu.com/damdpha/docs/djph_october2017.

In addition, the Town may wish to consider opportunities for grant funding and technical assistance. DNREC offers grant funding for sustainability and climate change planning through the Sustainable Communities Planning Grant Program and the Resilient Community Partnership (RCP). These programs can provide resources for local governments to develop a long term plan for climate change and/or sustainability.

<https://dnrec.alpha.delaware.gov/energy-climate/sustainablecommunities/sustainable-planning/>

<https://dnrec.alpha.delaware.gov/coastal-programs/planning-training/resilientcommunities/>

DNREC administers a free Weatherization Assistance Program to help establish comfortable, energy-saving homes. The program, run through the Division of Climate, Coastal, & Energy, helps homeowners and renters cut their energy bills by weatherproofing and improving the energy efficiency of their homes. The need for weatherization was mentioned in the draft plan and DNREC encourages the town to help inform residents of this program. More information about the program can be found here: www.de.gov/wap.

DNREC staff is always available to assist and would be happy to meet with Town staff and its consultants to discuss climate change vulnerabilities, energy efficiency, and greenhouse gas reduction strategies.

Sediment and Stormwater Management.

The draft Plan identified questions concerning the drainage grates along part of Main Street draining into ditches on the left side of Sparkey's Lane, which funnel into a drainage ditch from Sparkey's Lane to Upper King Road. It stated that these are being maintained by DNREC. However, DNREC is not responsible for this maintenance. DeIDOT is responsible for cleaning out the drainage grates on Main Street and the individual property owners along the ditches are responsible for cleaning out the drainage ditches at the other sites. Please correct this language in the plan.

DNREC completed a public ditch project about 12 years ago to clean the ditch from Main Street, along Sparkey's Lane, to Upper King Road, and the ditch on the east side of Upper King Road, across Walnut Shade Road and to points north. This effort was a stand-alone project with no permanent right-of-way or further responsibilities conferred to DNREC. Ditch maintenance remains with the landowner.

If development is planned to occur (Section 2-1a), the Kent Conservation District is the Sediment and Stormwater Delegated Agency responsible for reviewing new construction within Woodside.

Air Quality

Air pollution mitigation measures could be incorporated into the Town of Woodside Comprehensive Plan. Specifically, air quality could be addressed within the "Natural Resources" portion of the plan. The following considerations are recommended for the Town of Woodside in mitigating potential air pollution issues:

- Encouraging mixed-use or cluster-style development where applicable in order to preserve open space,

- Allowing opportunities for the increased use of public transit,

- Expansion of the current bicycle and pedestrian network,

- Ordinances that would involve the planting of trees during development and efforts to continue the preservation of trees in the Town which help to clear the air of pollutants.

DNREC has noted that the Town of Woodside has a goal of expanding their bike and pedestrian network. DNREC supports the Town's efforts to provide safe and alternative transportation modes for pedestrians and would like that also to include bicycle infrastructure and through traffic management to get cars off the streets and let people use alternate means of moving about the city such as walking, biking and shuttle services. The Town is encouraged to work with DeIDOT to help achieve these goals.

As an added component to address air quality concerns in the area, the Town of Woodside is encouraged to include electric vehicle supply equipment and charging where feasible, in common areas, to accommodate cleaner vehicular transportation through the area. DNREC offers rebates to lower the cost of electric vehicle (EV) charging stations for homes, businesses, and workplaces. The program has provided over 750 individual rebates for the purchase of EVs and 100 rebates for local businesses to deploy EV charging equipment throughout Delaware. For additional information on how the Town can benefit from this growing and successful program, please visit the following link: www.de.gov/cleantransportation.

DNREC also supports maintaining the Town's tree canopy. According to the Delaware Forest Service, in 2014, the urban tree canopy percentage for the Town of Woodside was roughly 23.8%. The planting of native tree species has the ability to reduce air pollution in the Town by taking in particulate matter and carbon dioxide through leaf surfaces and converting it into oxygen. The ideal tree species to use are those with large leaf surface

areas, high transpiration rates and have hairy or sticky leaves which are amenable to particle collection.

Solid and Hazardous Waste.

In Section 2-5 of the draft Plan, the Town discusses evaluating the feasibility and acceptance of contracting with the Kent County Waste Program. Among the concerns identified was that elderly or disabled residents may not be able to haul their trash and recycling bins to the curb. The Town should be aware that some waste haulers may provide "back door" service under certain circumstances (e.g. would pick up trash from the rear yard for people with disabilities). DNREC encourages Woodside to contact Kent County to see if that is an option as it may increase the acceptance of contracting out for waste services. Woodside should also be aware of the Universal Recycling Law, which says, among other things, that all waste haulers who provide residential trash collection service must include recycling collection service (7 Del. C. §6053).

Brownfields: There are currently no sites listed in the DNREC Site Investigation and Restoration Section (SIRS) database with an address of Woodside. It is possible that a site could exist, however, listing the city address as a nearby larger municipality such as Camden or Dover.

In reference to Section 2-9. Redevelopment, DNREC SIRS provides the following comment for your reference:

Brownfields are real property the redevelopment, reuse or, expansion of which may be hindered as a result of a reasonably-held belief that they may be environmentally contaminated (7 Del.C, §9103(3)). Productive use of these idle properties provides "new" areas for economic development, primarily in former industrial/urban areas with existing utilities, roads and other infrastructure. DNREC encourages the development of Brownfields offering assistance and possible grant funding for investigating and remediating Brownfield sites. The Delaware Brownfields Marketplace is an interactive database that contains a list of market-ready Brownfield sites throughout Delaware. The inventory is designed to make it easier for potential buyers and developers to locate available Brownfield properties. Cleaning up and reinvesting in these properties protects the environment, reduces blight, and helps to create jobs for Delaware citizens, while preserving Delaware's precious green space and natural resources.

To add sites in your municipality to the Marketplace (with owner approval) please contact Melissa Leckie at DNREC's Site Investigation and Restoration Section at (302) 395-2600 or by email at Melissa.Leckie@state.de.us.

For information on the Brownfields Program or to determine if any sites in your municipality are Brownfields, please contact Jill Williams-Hall at DNREC's Site Investigation and Restoration Section at (302) 395-2600 or by email at Jill.Hall@state.de.us.

For more information on Delaware's Brownfield Program online, please visit:

<http://www.dnrec.delaware.gov/dwhs/SIRB/PagesiBrownfields.aspx>.

Parks, Open Space, and Recreation.

In August 2011, the Delaware Division of Parks and Recreation conducted a telephone survey of Delaware residents to gather information and trends about outdoor recreation patterns and preferences as well as other information on their landscape perception. These findings are the foundation of the 2013-2018 Statewide Comprehensive Outdoor

Recreation Plan (SCORP) which provides guidance for investments in needed outdoor recreation facilities and needs within county and municipal comprehensive plans. In Region 3 (Kent County), 63% said it was very important to them personally.

The Town is encouraged to use the results of the SCORP to identify recreational goals and strategies in its comprehensive plan.

Based on the public opinion survey, the most needed outdoor recreation facilities include:

High facility needs

- Walking and Jogging Paths
- Public Swimming Pools
- Bicycle Paths
- Fishing Areas
- Playgrounds
- Community Gardens
- Picnic Areas
- Off-Leash Dog Areas

Moderate facility needs:

- Hiking Trails
- Camping Areas
- Ball Fields
- Basketball Courts
- Football Fields
- Public Golf Courses
- Soccer fields
- Boat Access
- Canoe and Kayak Launches
- Tennis Courts

Additional information can be found here:

<http://www.dnrec.delaware.gov/parks/Information/Pages/2013Scorp.aspx>.

TMDLs and Water Quality.

Floodplains and Wetlands

Wetlands are present within the Town but were not mentioned in the narrative of this section. Floodplains and wetlands are not necessarily the same and would be mapped separately and require differing regulations/protections. Not all wetlands are flood plains and not all floodplains are wetlands. Based on the Statewide Wetland Mapping Project (SWMP) mapping, palustrine forested wetlands (wetlands identified with first three letters designated with "PFO") are mapped in the immediate vicinity of the Town of Woodside. Additional unmapped wetland acreage may be present as well (See figure 1).

Soils

DNREC suggests referencing the NRCS web soil survey rather than the 1971 Soil Survey of Kent County in the revised Comp Plan. The updated soils information can be accessed from the following web link: <http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>.

DNREC further suggests the following citation for the web soil survey:

Soil Survey Staff, Natural Resources Conservation Service, United States Dept. of Agriculture, Accessed month/day/year.

Also note that Hammonton and Cedartown were not mapped within the municipal boundary of the Town as stated. Please correct (See figure 2).

It is strongly recommended that the Town of Woodside address the specific Total Maximum Daily Load (TMDL) reduction requirements for nutrients (e.g., nitrogen and phosphorus) and bacteria in the St. Jones River watershed, while making specific mention of the Pollution Control Strategy (PCS), which is essential for meeting/achieving the nutrient and bacteria pollutant load reductions required by the TMDLs. Please consider the following narrative and table (preferably under a newly-created section entitled "TMDLs." in the updated Comp Plan:

Under section 303(d) of the 1972 Federal Clean Water Act (CWA), states are required to identify all impaired waters and establish total maximum daily loads (TMDLs) to restore their beneficial uses (e.g., swimming, fishing, shellfish harvesting, and drinking water). A TMDL defines the amount of a given pollutant that may be discharged to a water body (including the ability of a "water-quality limited" waterbody to assimilate a given pollutant) from point, nonpoint, and background sources while still allowing attainment (or maintenance) of the applicable narrative and numerical water quality standards. By reducing these pollutants to the level specified by the TMDLs, the community will ensure that a water body meets the water quality criteria and goals specified in the State Water Quality Standards (e.g., nutrients, bacteria, and dissolved oxygen).

A Pollution Control Strategy (PCS) is an implementation strategy that identifies the actions necessary to systematically reduce the pollutant loading rate for a given waterbody and meet the TMDL reduction requirements specified for that waterbody. Specifically, a PCS is a combination of best management practices (e.g., wetland buffers, green-technology stormwater management, pervious paving materials, rain gardens...etc.) and control technologies that reduce nutrient and bacterial pollutant runoff loading to waters of a given watershed to a level consistent with the TMDLs pollutant reduction specified for that watershed. The PCS for the St. Jones River watershed consists of recommendations from the following three (3) areas: agriculture, stormwater, and wastewater. The pollutants specifically targeted for reduction in the St. Jones River watershed are nutrients (e.g., nitrogen and phosphorus) and bacteria. Currently, the PCS for the St. Jones watershed contains only suggested or non-regulatory recommendations.

Nutrients (N&P) and Bacteria

	N	P	bacteria
St. Jones River watershed	40%	40%	90%

Table 1: Required TMDL pollutant load reductions for nutrients and bacteria in the St. Jones watershed

Because the St. Jones River PCS contains only recommendations, DNREC strongly recommends the following "actionable strategies" (or BMPs) be included in section 3.1 (Summary of Recommendations and Actions section) in the Town's revised Comprehensive plan as proposals for ordinance. To this end, DNREC recommends the following "actionable strategies," which would:

- a) Require all applicants to submit to the Town a copy of the development site plan showing the extent of State-regulated wetlands (as depicted by the State Wetland Regulatory Maps), and a United States Army Corps of Engineers (USACE) approved wetlands delineation as conditional approval for any new commercial and/or residential development. Additionally, the site plan should depict all streams and ditches which are jurisdictional pursuant to the Subaqueous Act (7 Del. C., Chapter 72) as determined by DNREC.
- b) Implement regulations to protect freshwater wetlands where regulatory gaps exist (i.e., isolated wetlands and headwater wetlands) - if applicable.
- c) Require a 100-foot upland buffer width from all wetlands or waterbodies (including ditches).

- d) Call for an impervious surface mitigation plan specifically requiring the use of pervious paving materials in all parking areas for all projects with 20% or more total post-development surface imperviousness. In high density (usually commercial) developments with post-development surface imperviousness of 50% or more, DNREC suggests half of total area(s) of imperviousness in paved areas contain pervious pavers, including the entire parking lot area(s).
- e) Require the calculation for surface imperviousness (for both commercial and residential development) includes all constructed forms of surface imperviousness - including paved surfaces, rooftops, and open-water storm water management structures.
- f) Exclude structural best management practices such as community wastewater treatment areas, open-water storm water treatment structures, and natural areas containing regulated wetlands, from consideration as open space.
- g) Prohibit development on hydric soils. Proof or evidence of hydric soil mapping units should be provided through the submission of the most recent NRCS soil survey mapping of the parcel, or through the submission of a field soil survey of the parcel by a licensed (Delaware Class D) and certified (CPSS) soil scientist.
- h) Insist that the applicant use "green-technology" storm water management in lieu of "open-water" storm water management ponds, whenever practicable. If open-water stormwater management is selected or deemed more practicable for use, they should be employed for their intended function - that is, the management of stormwater - not for the creation of additional pond acreage to enhance property/aesthetic values
- i) Require the assessment of a project's TMDL nutrient loading rate through use of the Department's nutrient budget protocol. The applicant should be further required to use any combination of approved best management practices to meet the required TMDLs for the affected watershed(s) in question.

Approval Procedures:

Once all edits, changes and corrections have been made to the Plan, please submit the completed document (text and maps) to our office for review. Your PLUS response letter should accompany this submission. Also include documentation about the public review process. In addition, please include documentation that the plan has been sent to other jurisdictions for review and comment, and include any comments received and your response to them. Substantial changes to this draft could warrant another PLUS review.

Our office will require a maximum of 20 working days to complete this review. If our review determines that the revisions have adequately addressed all certification items (if applicable), we will forward you a letter to this effect. If there are outstanding items we will document them in a letter, and ask the town to resubmit the plan once the items are addressed. Once all items are addressed, we will send you the letter as described above.

Once you receive our letter stating that all certification items (if applicable) have been addressed, the Planning Commission and Council should adopt the plan pending State certification. We strongly recommend that your Council adopt the plan by ordinance. The ordinance should be written so that the plan will go into effect upon receipt of the certification letter from the Governor.

Send our office a copy of the adopted plan along with the ordinance (or other documentation) that formally adopts your plan. We will forward these materials to the Governor for his consideration. At his discretion, the Governor will issue a certification letter to your Town.

Once you receive your certification letter, please forward two (2) bound paper copies and one electronic copy of your plan to our office for our records.

Thank you for the opportunity to review this Comprehensive Plan. If you have any questions, please contact me at 302-739-3090.

Sincerely,
Constance C. AICP
Director, Office of State Planning Coordination

Town of Woodside
P.O. Box 211, 1478 Main Street
Woodside, Delaware 19980-211

October 5, 2018

State of Delaware: Office of State Planning
Executive Department
122 Martin Luther King Blvd. South
Haslet Armory, Third Floor
Dover, DE 19901

RE: Town of Woodside PLUS Review Response

Dear Ms. Holland, AICP

Thank you for the opportunity of meet with the State agency planners on June 27, 2018 to discuss the Town of Woodside's Comprehensive Plan. We have reviewed all the comments and made the appropriate changes in our Comprehensive Plan as suggested. We look forward to your final review with the hope that this long-awaited Comprehensive Plan can be approved and acted upon for the future of Woodside. Below are the responses to the various topics that were addressed during the PLUS review.

Certification Comments: Please see APPENDIX C in the CLP for the documentation requested. Written documentation has been received from the Town of Camden indicating that they have reviewed our CLP and will continue to work with the Town of Woodside on the annexation areas.

A meeting was held with Sarah Keifer, Director of Kent County Division of State Planning, on August 23, 2018 to review the Comprehensive Plan with her. She had no issues with our proposed Comprehensive Plan.

The quality and resolution of the maps in the original plan have been redone by Nicole Manni, from the University of Delaware and she has assisted in re-formatting the Comprehensive Plan into a nice pdf document.

The suggestion of pursuing feasibility studies for public water and sewer was addressed in Section 2-5. This is a topic that has been discussed at various town meetings and it will be important that the town be able to obtain appropriate funding to pursue such projects, when needed.

Department of Transportation: Corrections have been made in Sections 2-5d and 2-5e, where it was indicated that DNREC was responsible for the maintenance of the drainage grates on Main Street. DelDOT is actually responsible for this and that has been noted in the updated Comprehensive Plan.

A comment was made that Woodside is actually closer to the Town of Viola than Camden or Felton and no mention of Viola was made in the original plan. That has been addressed in Section 1-5a.

- Consult with the Town of Viola about combining resources, and coordinating plans to enhance both of our communities by working jointly to improve services to our residents, such as jointly contracting for trash removal or sharing a constable to assist in ordinance enforcement.

State Historical Preservation Office: A comment was made about undertaking an architectural survey to provide a foundation to preserve and protect the town's older buildings. See Section 1-2bb under Historical Sites. A Survey of Historic Structures in Woodside was completed by the Division of Historical and Cultural Affairs in October 1983 and work is currently being done to study the importance of the Woodside's Town Hall, which is a historical two-story school house.

State Housing Authority: This agency felt our original Comprehensive Plan was thorough and appropriate for the Town. However, they provided us with a website to use as a resource for Affordable Housing.

The Department of Natural Resources and Environmental Control (DNREC): A large amount of the improvements made in the Comprehensive Plan came from suggestions from DNREC. Additional information has been added under Section 2-5 to address Source Water Protection; Storm-water and Sediment Management; Solid and Hazardous Waste; TMDLs and Water Quality; and an additional section was added to address Climate Change and Sea Level Rise. Parks, Open Space and Recreation was addressed in Section 2-6h and Section 2-6i. It was very helpful to receive names of people, who could be contacted for the various departments, so Woodside can proceed with the goals proposed in the Comprehensive Plan and coordinate with the appropriate people when needed.

The suggestions put forth about Air Quality were not added into our updated Comprehensive Plan, as it was thought those suggestions were not appropriate for Woodside. Installing an electric vehicle supply and charging station is not feasible in a town of 0.2 square miles, especially when we have no spare property that could be appropriated for such a program. Woodside is close to bigger towns where such stations would still be convenient and receive more use. It was noted that Woodside is contemplating having a bike and pedestrian pathway installed when new sidewalks and road paving are completed, which will benefit the air quality, but was not the actual reason for considering these projects. The town is more concerned with the safety of our residents as they traverse the town.

Completing this Comprehensive Land Use Plan has been a true learning experience and one that the Town Council and residents have learned much during this long process. We hope that the Town of Woodside can move forward into the future with a better understanding that working with other State agencies and Towns will do much to improve our town.

Thank you for your assistance in this review. We look forward to hearing from you.

Sincerely,

Brenda Richards
Woodside Town Secretary

APPENDIX A

Woodside Comprehensive Land Use Plan Community Questionnaire April 2017

Instructions:

The Town of Woodside is in the process of developing a Comprehensive Land Use Plan that will guide growth and development in the town for the next ten years. Please share your thoughts and opinions with us by completing this survey and returning it to Brenda Richards, Town Secretary in the pre-paid postage envelope. Please return the survey no later than **MAY 10, 2017**.

The results of this survey will be presented at a Town Meeting, which will be announced at a later date.

Please Tell Us About Your Household:

Please **circle** the appropriate response. Do not write your name on the form. **All responses are confidential, and will not be attributed to any individual.**

- 1) I live in the Town of Woodside. **YES** **NO**
If yes, please answer question 2. If no, please skip to question 3.
- 2) I would describe my residence as:
A mobile home
An apartment
A duplex
A single-family home
Other _____
- 3) I own property in Woodside. **YES** **NO**
If yes, please answer question 4. If no, please answer question 5.
- 4) I own property in Woodside and I use it for the following (**circle all that apply**):
Commercially (for a business)
Residentially (I live there)
To rent to someone else for commercial use
To rent to someone else for residential use
My property is vacant or is an empty lot
- 5) I do not own property in Woodside, however:
I rent my residence in Woodside
I rent commercial/industrial space in Woodside

6. Please list your top three areas of interest or concerns pertaining to Woodside.

1.
2.
3.

7. List three things that you like best about living in the Town of Woodside.

1.
2.
3.

8. List three things that you like least about living in the Town of Woodside.

1.
2.
3.

9. The following is a list of potential issues along the main roads in Woodside and the immediate area. Please prioritize the following community features on a scale from 1 to 8, with 1 being the most important to you and 8 being the least important. Please use each number only one time.

Traffic Congestion	
Crime/Safety	
Street Parking	
Preservation of Historic Buildings	
Lack of Sidewalks	
Speeding Cars	
Reputation of Woodside area	
Property Maintenance or Cleanliness	

10. Moving forward on the comprehensive land plan or on some of the initiatives listed may require funding in excess of revenues or available grants. If additional town revenue is needed, which of the following would you consider supporting? Circle all that apply.

A small tax increase

A tax increase necessary to cover cost but limited to a defined period

Establish or increase taxes selectively i.e., high tax rate for commercial zone or home based businesses, etc.)

Issue a Bond

Support NO revenue generating action that increases my taxes; leave things as they are

Other: _____

11. Would you consider supporting an effort to contract a town trash service? Kent County provides garbage, recycling and yard waste collection services, which is billed on the property tax bill on June 1st for \$255 per year for all three services, or \$223 per year for just garbage and recycling collection.

Circle one. **YES** **NO**

12. Would you like to see Woodside's town limits expanded? **YES** **NO**

Comments: Why or Why Not?

13. There are some vacant properties within Woodside. How do you feel about the following types of land uses for vacant properties within the existing Woodside boundaries? Please mark your response by using the numbers, 1 to 5, listed below.

Highly Desirable	Desirable	Acceptable	Undesirable	Highly Undesirable
1	2	3	4	5
Residential Uses: New Housing				
Institutional Uses: Churches of any denomination, gov't. buildings, or community service clubs like the Rotary, Elks or Masons?				
Commercial Uses: Food stores, specialty shops, services, etc.				
Industrial Uses: manufacturers and other industry				
Parks and Recreation facilities				
Agricultural Uses: use for farming				
Other Uses				

14. There is a great deal of vacant and agricultural land just outside of Woodside's boundaries. How should these areas be managed? Insert one number to answer.

Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree	
1	2	3	4	5	
Woodside's small town atmosphere should be preserved					
The town should seek to annex new areas of land adjacent to the current town boundaries					
Development should be encouraged primarily within the current boundaries					
Annex properties that are already partially inside town boundary					

APPENDIX A-1

Woodside Comprehensive Land Use Plan Community Questionnaire Results April 2017

Instructions:

The Town of Woodside is in the process of developing a Comprehensive Land Use Plan that will guide growth and development in the town for the next ten years. Please share your thoughts and opinions with us by completing this survey and returning it to Brenda Richards, Town Secretary in the pre-paid postage envelope. Please return the survey no later than **MAY 10, 2017**. – **Final Tally of Responses completed 5/31/2017.**

We sent out 120 questionnaires and 5 were returned due to incorrect address; however, 52 were received back out of the 115 – 45.2% response rate

- 1) I live in the Town of Woodside. YES -- 43 = 82.6% NO – 9 = 17.3%
If yes, please answer question 2. If no, please skip to question 3.
- 2) I would describe my residence as:
A mobile home
An apartment
A duplex
A single-family home – 43 responses out of 43
- 3) I own property in Woodside. YES -- 47 NO -- 5
If yes, please answer question 4. If no, please answer question 5.
- 4) I own property in Woodside and I use it for the following (circle all that apply):
Commercially (for a business) – 6 out of 52 = 11.5%
Residentially (I live there) -- 43 out of 52 = 82.6%
To rent to someone else for commercial use – 0
To rent to someone else for residential use – 6 out of 52 = 11.5%
My property is vacant or is an empty lot – 2 out of 52 = 3.8%
Did not answer – 2 out of 52 = 3.8%
- 5) I do not own property in Woodside, however:
I rent my residence in Woodside
I rent commercial/industrial space in Woodside
0 out of 52 answered this question

6. Please list your top three **areas of interest or concerns** pertaining to Woodside.

- #1 – Speeders on Main St, Upper King and Dundee Roads! 25 responses**
- #2 – More sidewalks – 13 responses**
- #3 – Traffic issues – 10 responses (speed sign of Upper King, stop signs)**
- #4 – Town reputation & Town image– 7**
- #5 –Junky yards & unsightly property maintenance – 9**
- #6 -- Crime – 5**
- #6 – Loud noise (traffic & music) – 3**
- #7 – Keep large commercial business out of town – 3**
- #8 – Farm Animals/loose animals – 3**
- #9 – Post Office/Mail Delivery issues – 3**
- #10 – Need for more local businesses – 2**
- #11 – Lack of parking on Fleming & Main St. – 2**
- #12 – Lack of police presence – 2**
- #12 – Need sewers -1**
- #13 – Need residential zoning & town ordinances -1**
- #14 – More information from town council – 1**
- #15 – Keeping taxes low - 1**
- #16 – Expand town limits – 2**
- #17 – Did not answer – 5**
- #18 – Illegal burning trash – 2**
- #19 – No Cable/Internet options – 1**
- #20 – Need Natural Gas Option – 1**
- #21 – Need more Growth -1**
- #22 – Community Center**
- #23 – More Businesses & Supermarket**

7. List three things that you like **best** about living in the Town of Woodside.

- #1 – Small town life/atmosphere – 27**
- #2 – Friendly neighbors / know my neighbors– 17**
- #3 -- Quietness – 14**
- #4 – Close to Dover – 9**
- #5 – Low Taxes – 8**
- #6 – Low Crime – 4**
- #7 – Safety – 3**
- #8 – Train going through town – 2**
- #9 – Personal small town government – 2**
- #10 – Own post office – 1**
- #11 – Location in State – 1**
- #12 – Wildlife – 1**
- #13 – Clean town – 1**
- #14 – Working street lights – 1**
- #15 – Did not answer – 7**
- #16 – Not applicable – 1**

8. List three things that you like **least** about living in the Town of Woodside.

- #1 – Fast Traffic/Speeders – 17**
- #2 – Traffic – 13**
- #3 – Noise/loud music -- 5**
- #4 -- No sidewalks/safe places to walk – 5**
- #5 – Junky yards/unclean neighbors – 5**
- #6 - Outdoor burning of trash & construction debris --4**
- #7 – No police/constable to enforce rules – 3**
- #8 – No local food shops –2**
- #9 – Only Comcast available –no service from Xfinity – 3**
- #10 – Loose dogs/ barking dogs – 3**
- #11 – No sewer system - 2**
- #12 – No snow removal or slow removal on Fleming St/Dundee Road**
- #13 – No snow plow available**
- #14 – Post office issues – no mail delivery on Fleming or between Steeles Ridge and Dundee Roads; some people don't have to pay for PO boxes**
- #15 – No sense of community – nobody welcomes newcomers, no Community events**
- #16 – Farm animals in town**
- #17 – Crowded parking on Fleming Street**
- #18 – Surrounding areas known as Woodside – affects reputation**
- #19 – No town sign**
- #20 – Mosquitos**
- #21 – No fire department**
- #22 – Speeders from auto shop on South Street/Fleming Street**
- #23 – People trying to change the town**
- #24 – Street lighting limited**

9. The following is a list of potential issues along the main roads in Woodside and the immediate area. Please prioritize the following community features on a scale from 1 to 8, with 1 being the most important to you and 8 being the least important. Please use each number only one time.

	1	2	3	4	5	6	7	8
Traffic Congestion	9	7	2	4	7	3	7	10
Crime/Safety	15	7	5	13	3	2	1	4
Street Parking	1	3	6	4	3	3	11	20
Preservation of Historic Bldgs.	4	6	6	2	8	8	6	11
Lack of Sidewalks	3	6	4	7	1	5	8	13
Speeding Cars	32	4	3	3	4	2	1	3
Reputation of Woodside area	7	11	7	5	7	6	5	3
Property Maintenance or Cleanliness	17	7	11	4	4	5	1	2

10. Moving forward on the comprehensive land plan or on some of the initiatives listed may require funding in excess of revenues or available grants. If additional town revenue is needed, which of the following would you consider supporting? Circle all that apply.

A small tax increase -- **18**

A tax increase necessary to cover cost but limited to a defined period -- **22**

Establish or increase taxes selectively i.e., high tax rate for commercial zone or home based businesses, etc.) -- **9**

Issue a Bond -- **7**

Support NO revenue generating action that increases my taxes; leave things as they are -- **13**

Other: **Apply for Grant – 2**

Did Not Answer -- 2

11. Would you consider supporting an effort to contract a town trash service? Kent County provides garbage, recycling and yard waste collection services, which is billed on the property tax bill on June 1st for \$255 per year for all three services, or \$223 per year for just garbage and recycling collection. Circle one. **YES - 29 NO – 20 Did Not Answer – 4**

12. Would you like to see Woodside's town limits expanded? **YES -- 25 NO- 20**

Comments: Why or Why Not? Most answered for additional tax revenue, or
Would help with increased town growth and taxes to bring in more businesses, and ability to pay for projects like sidewalks and community center.

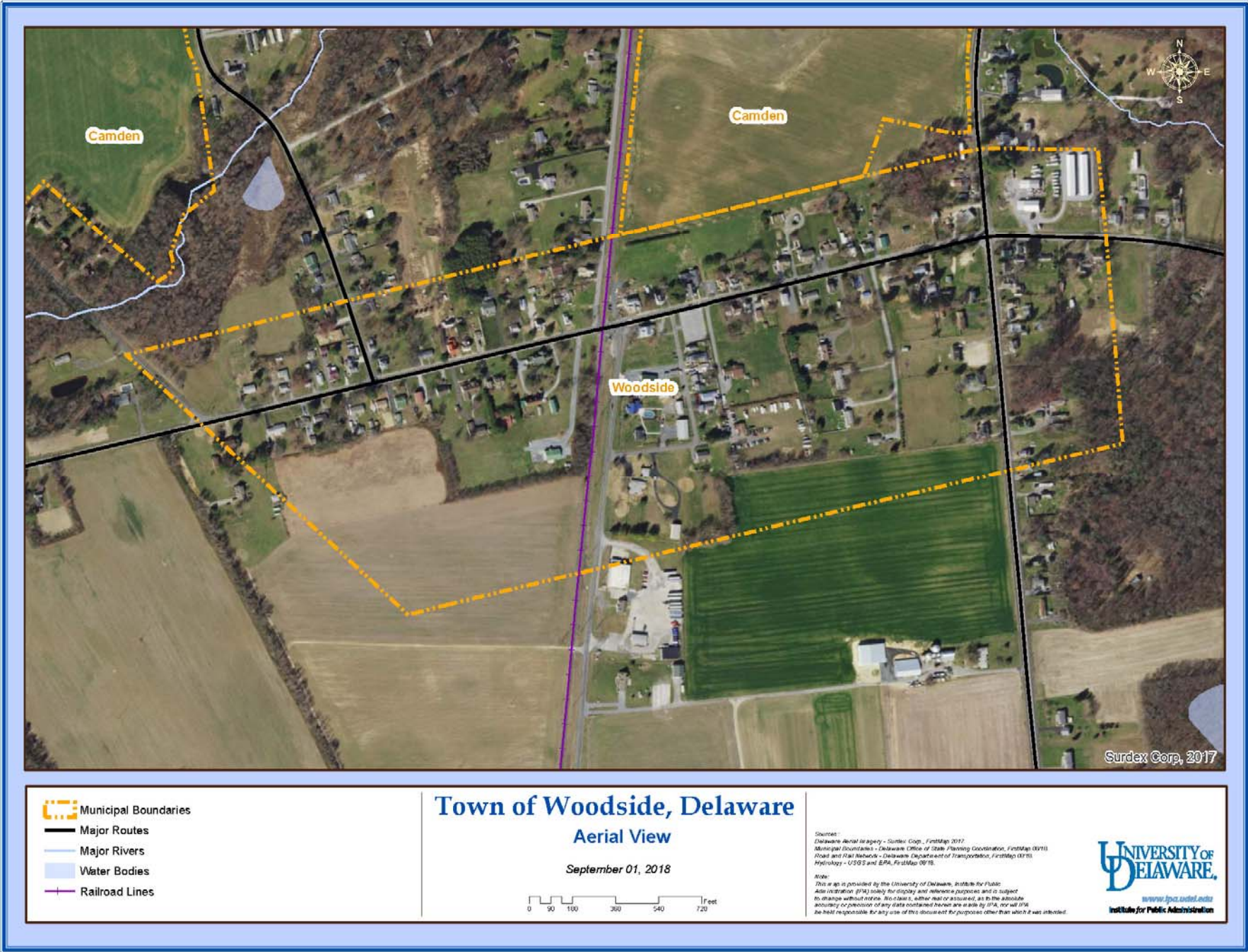
13. There are some vacant properties within Woodside. How do you feel about the following types of land uses for vacant properties within the existing Woodside boundaries? Please mark your response by using the numbers, 1 to 5, listed below.

Did Not Answer 4	1 Highly Desirable	2 Desirable	3 Acceptable	4 Undesirable	5 Highly Undesirable
Residential Uses: New Housing	14	7	21	1	6
Institutional Uses: Churches of any denomination, government buildings, or community service clubs like the Rotary, Elks or Masons?	4	10	19	7	8
Commercial Uses: Food stores, specialty shops, services, etc.	8	6	11	9	14
Industrial Uses: manufacturers and other industry	1	3	11	7	26
Parks and Recreation facilities	15	8	19	2	5
Agricultural Uses: use for farming	7	14	16	3	8
Other Uses	2	2	2	0	7

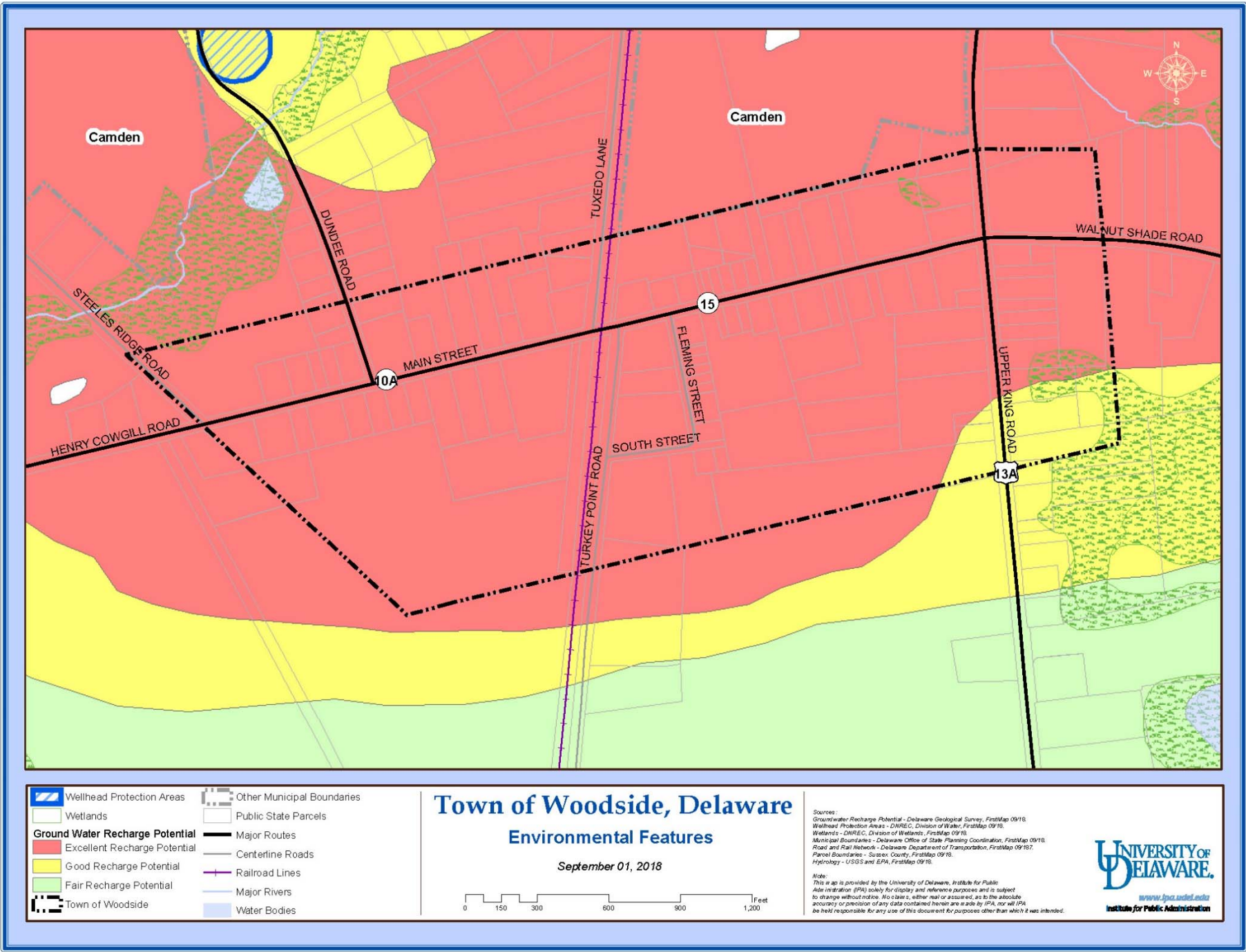
14. There is a great deal of vacant and agricultural land just outside of Woodside's boundaries. How should these areas be managed? Insert one number to answer.

Did NOT Answer 2	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
	1	2	3	4	5
Woodside's small town atmosphere should be preserved	25	12	7	1	4
The town should seek to annex new areas of land adjacent to the current town boundaries	10	8	18	4	10
Development should be encouraged primarily within the current boundaries	5	13	17	3	13
Annex properties that are already partially inside town boundary	16	11	12	2	10

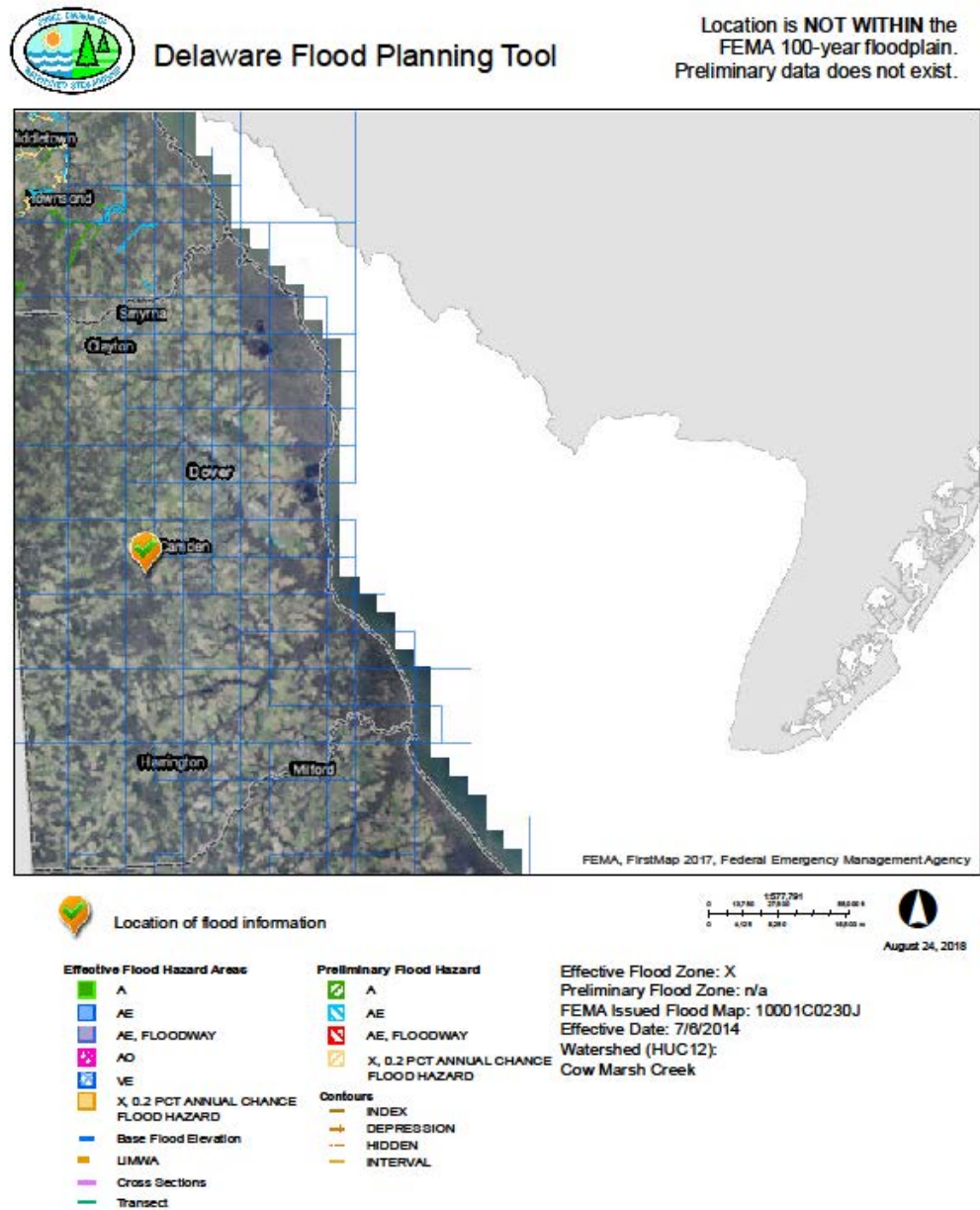
Map 1 – AERIAL VIEW of Woodside, Delaware



Map 2 – ENVIRONMENTAL FEATURES of Woodside, Delaware



Map 2b. Delaware Flood Planning Map – Woodside is an Area of Minimal Flood Hazard (Zone X)






































Map 2c. Soil Survey Map for the Town of Woodside



Soil Map—Kent County, Delaware
(Woodside, Delaware)

MAP LEGEND

Area of Interest (AOI)		Spoil Area
 Area of Interest (AOI)		 Stony Spot
Soils		 Very Stony Spot
 Soil Map Unit Polygons		 Wet Spot
 Soil Map Unit Lines		 Other
 Soil Map Unit Points		 Special Line Features
Special Point Features		Water Features
 Blowout		 Streams and Canals
 Borrow Pit		Transportation
 Clay Spot		 Rails
 Closed Depression		 Interstate Highways
 Gravel Pit		 US Routes
 Gravelly Spot		 Major Roads
 Landfill		 Local Roads
 Lava Flow		Background
 Marsh or swamp		 Aerial Photography
 Mine or Quarry		
 Miscellaneous Water		
 Perennial Water		
 Rock Outcrop		
 Saline Spot		
 Sandy Spot		
 Severely Eroded Spot		
 Sinkhole		
 Slide or Slip		
 Sodic Spot		

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Kent County, Delaware
Survey Area Data: Version 14, Oct 2, 2017

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

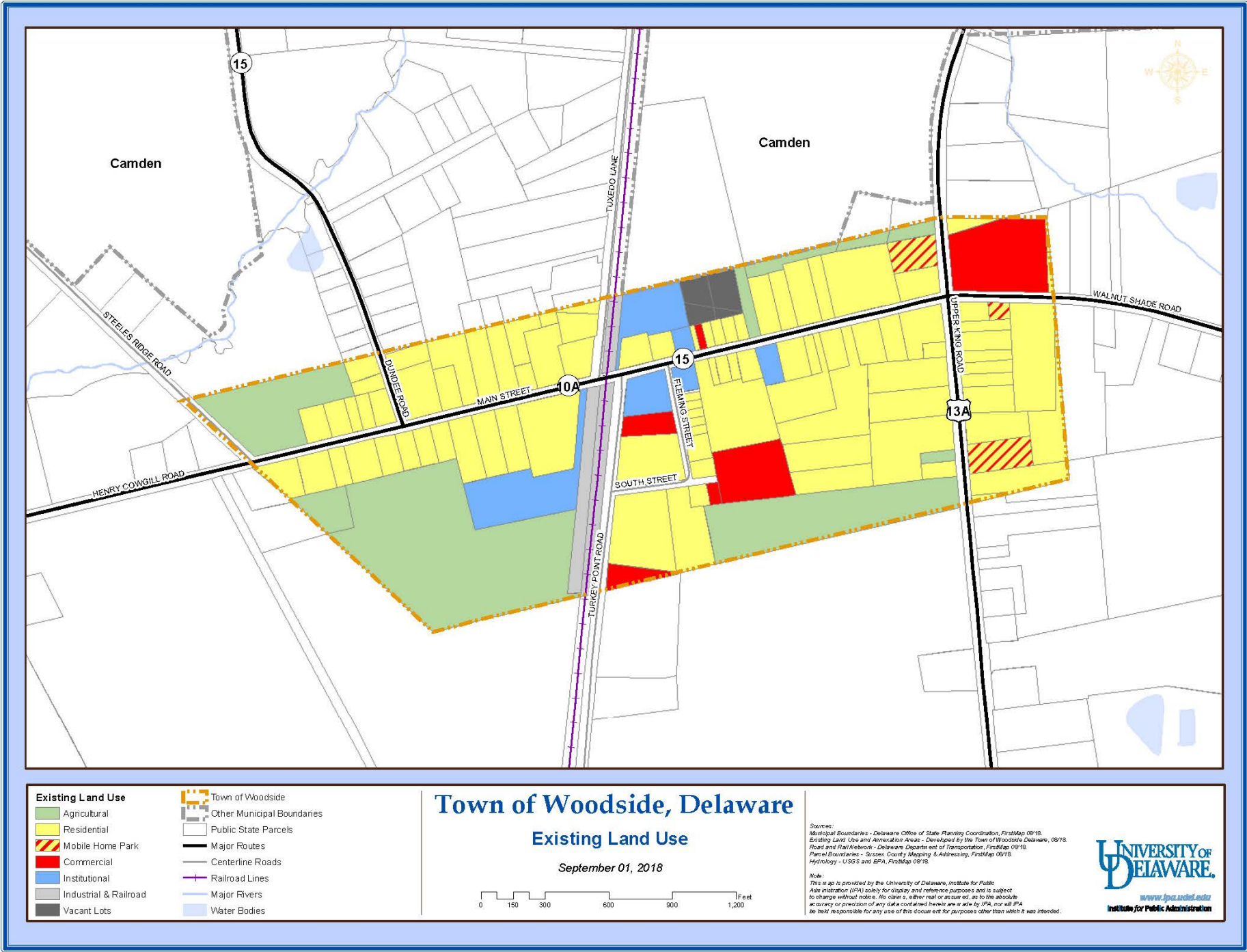
Date(s) aerial images were photographed: Mar 25, 2011—Mar 26, 2011

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

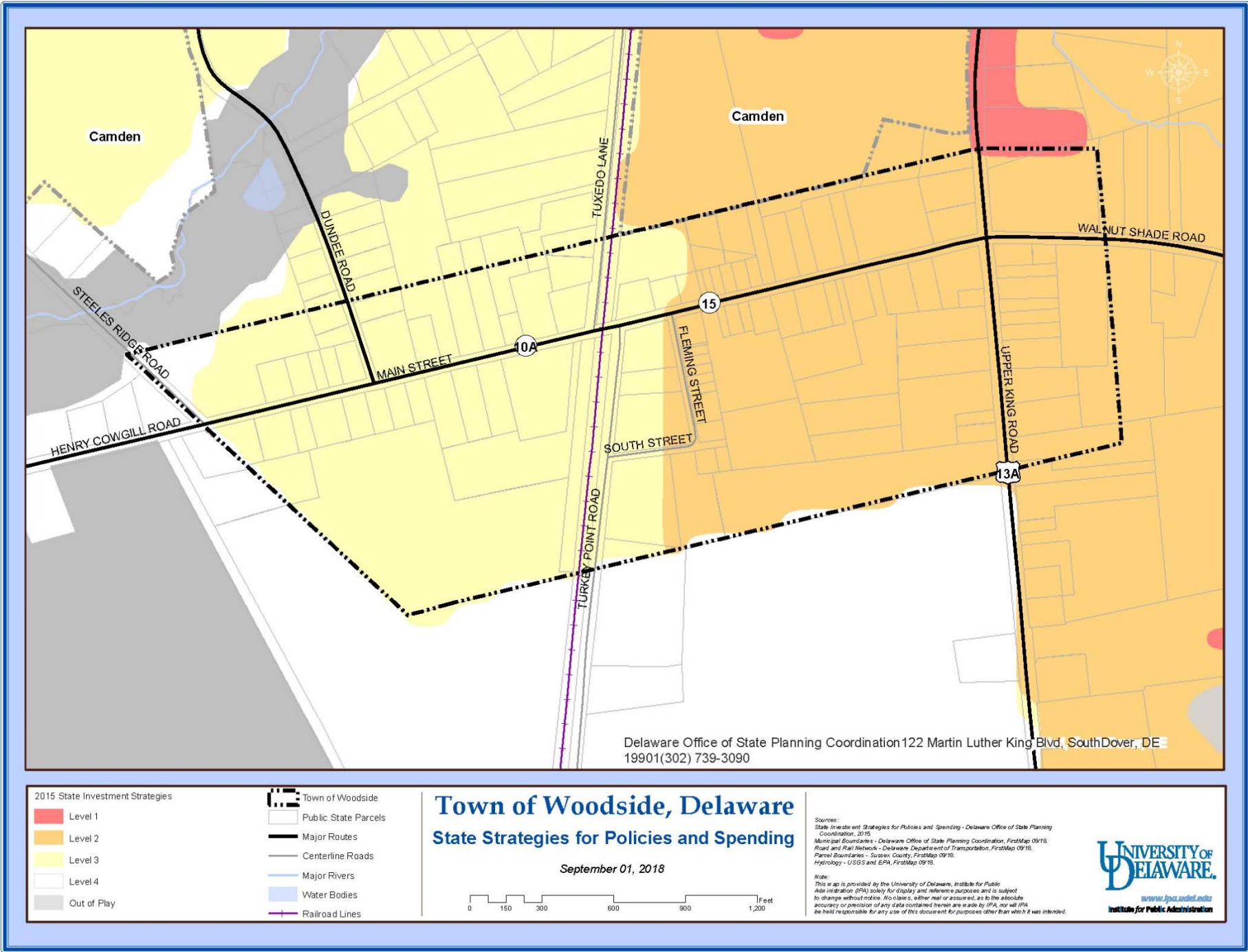
Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
DnC	Downer loamy sand, 5 to 10 percent slopes, Northern Tidewater Area	1.8	0.9%
DnC B	Downer loamy sand, 2 to 5 percent slopes, Mid-Atlantic Coastal Plain	8.7	4.6%
FacA	Fallsington sandy loams, 0 to 2 percent slopes, Mid-Atlantic Coastal Plain	19.1	10.1%
FgcA	Fallsington loams, 0 to 2 percent slopes, Mid-Atlantic Coastal Plain	9.9	5.3%
HbB	Hambrook sandy loam, 2 to 5 percent slopes	139.2	74.1%
LO	Longmarsh and Indiantown soils, frequently flooded	0.2	0.1%
SacC	Sassafras sandy loam, 5 to 10 percent slopes, Mid-Atlantic Coastal Plain	4.1	2.2%
WdcB	Woodstown sandy loam, 2 to 5 percent slopes, Mid-Atlantic Coastal Plain	1.8	1.0%
WocA	Woodstown loam, 0 to 2 percent slopes, Mid-Atlantic Coastal Plain	3.1	1.6%
Za	Zekiah sandy loam, frequently flooded	0.0	0.0%
Totals for Area of Interest		188.0	100.0%

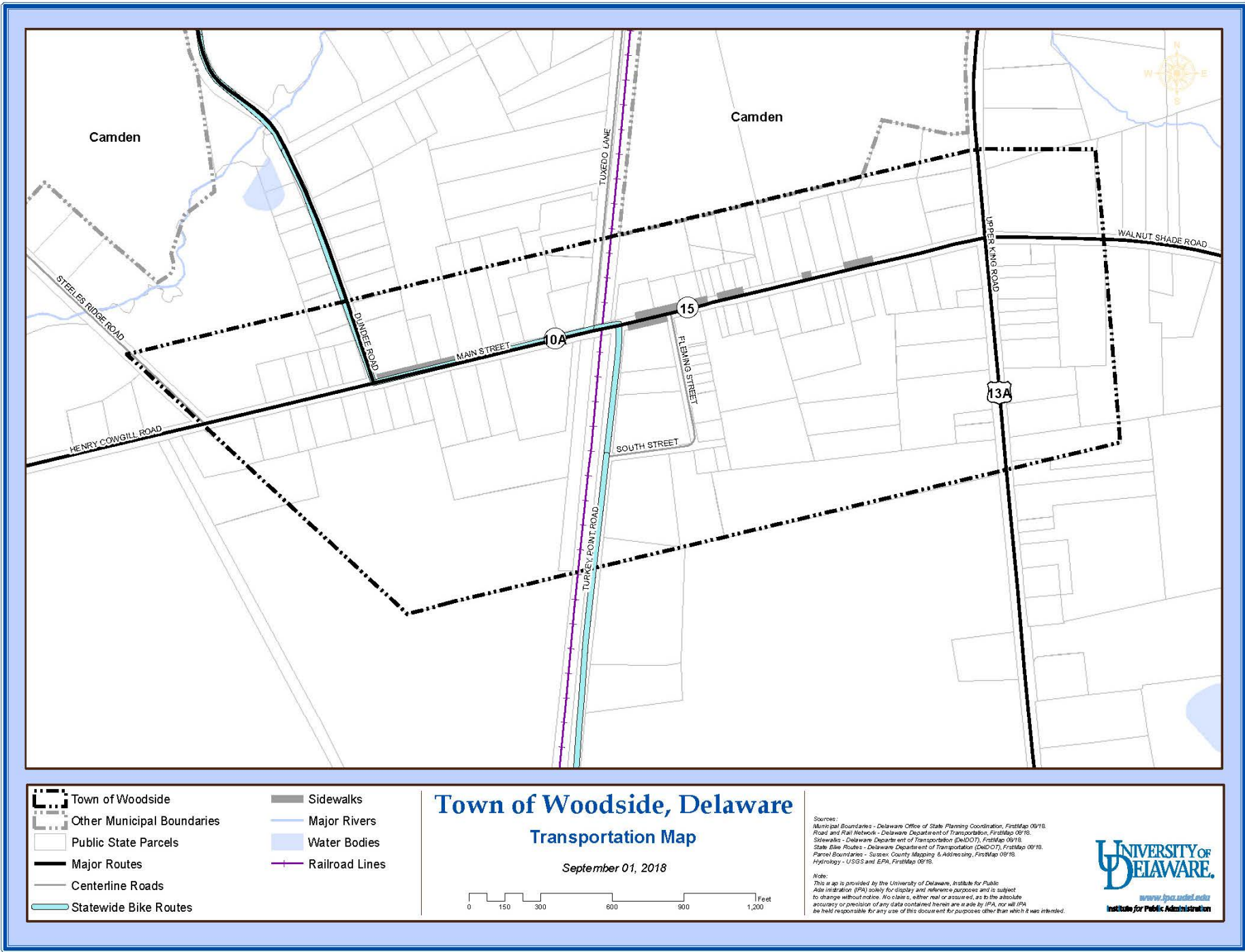
Map 3. Existing Land Use for Woodside



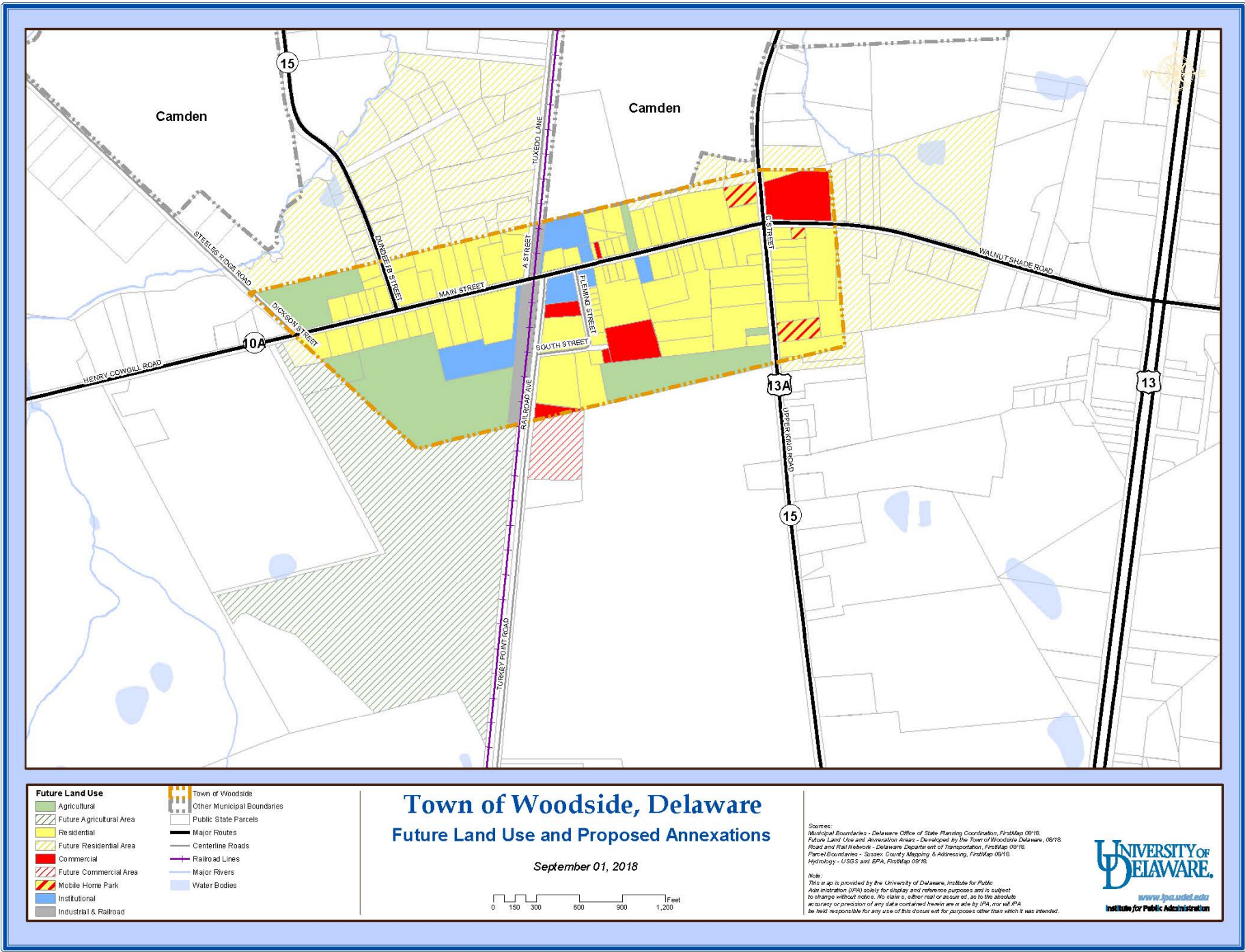
Map 4. State Investment Strategies for Policies and Spending for Woodside, Delaware



Map 5. Transportation Network, Woodside, Delaware



Map 6. Future Land Use and Annexation Plan for Woodside, Delaware



APPENDIX C: Communications from the Town of Camden and Kent County, Delaware



Mayor & Council
Justin P. King, Mayor
Troy Torres, Vice Mayor
Larry J. Dougherty, Councilman
Michael Schuck, Councilman
Terry Finley, Councilman

August 27, 2018

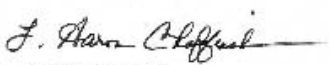
Town of Woodside
Town Hall
Main Street, P.O. Box 211
Woodside, Delaware 19980

To Whom It May Concern:

This correspondence is solely regarding the pending Comprehensive Plan of the Town of Woodside, Delaware. The Town of Camden has reviewed the pending comprehensive plan of the Town of Woodside. As such, Camden's town staff will continue to work with Woodside officials on the annexation area as Camden continues to complete our own 10-year plan update process.

Camden wishes to continue the partnership that has already been forged between our two towns. Thank you very much for your attention to this very important matter as each of us move forward for the betterment of each of our communities.

Very truly yours,


L. Aaron Chaffinch
Town Manager

Appendix D: Preliminary Land Use Service (PLUS) Letter

Preliminary Land Use Service (PLUS) Application
Pre-Update Review Request
Municipal Comprehensive Plans
Comprehensive Plan Amendments
Municipal Ordinances

Delaware Office of State Planning Coordination
122 Martin Luther King Jr. Blvd., South • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-5661

All sections related to your project must be completed. Incomplete applications could lead to delays in scheduling your review. If you need assistance or clarification, please call the State Planning Office at (302) 739-3090.

REQUESTED REVIEW: Check one

Comprehensive Plan Pre-Update Review Complete Sections 1 and 3 only	<input type="checkbox"/>
Comprehensive Plan or Update Complete Sections 1 and 3 only	<input checked="" type="checkbox"/>
Comprehensive Plan Amendment Complete Sections 1 and 2 only	<input type="checkbox"/>
Municipal Ordinance Review Complete Sections 1 and 2 only	<input type="checkbox"/>

Date of most recently certified comprehensive plan: _____

Link to most recently certified comprehensive plan, if available:
If a link to the plan is not available, you must submit a copy of your plan with this application for a Pre-Update Review or a Comprehensive Plan Amendment.

Preliminary Land Use Service (PLUS) Application
Pre-Update Review Request
Municipal Comprehensive Plans
Comprehensive Plan Amendments
Municipal Ordinances
Delaware Office of State Planning Coordination

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SECTION 1: MUNICIPAL INFORMATION

Name of Municipality: Woodside, Delaware	
Address: PO Box 211 1478 Main Street Woodside, DE 19980	Contact Person: Michael Warren, Mayor
	Phone Number: 302-531-6883
	Fax Number:
	E-mail Address: Mjustkidding@aol.com

Application prepared by: Brenda Richards	
Address: PO Box 125 1274 Main Street Woodside, DE 19980	Contact Person: Brenda Richards
	Phone Number: 302-242-4185
	Fax Number:
	E-mail Address: BRichardsRN74@aol.com

**Preliminary Land Use Service (PLUS) Application
Pre-Update Review Request
Municipal Comprehensive Plans
Comprehensive Plan Amendments
Municipal Ordinances**

Delaware Office of State Planning Coordination

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**SECTION 2. COMPREHENSIVE PLAN AMENDMENT OR MUNICIPAL
ORDINANCE DESCRIPTION**

Please describe the submission.

**Preliminary Land Use Service (PLUS) Application
Pre-Update Review Request
Municipal Comprehensive Plans
Comprehensive Plan Amendments
Municipal Ordinances**

Delaware Office of State Planning Coordination

122 Martin Luther King Jr. Blvd., South • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-5661

**SECTION 3. CHECKLIST FOR PRE-PLAN-UPDATE REVIEWS,
COMPREHENSIVE PLANS AND COMPREHENSIVE PLAN
UPDATES**

Please indicate the section and page number where the following information can be found in the comprehensive plan. For additional details on this checklist, go to the following website: <http://stateplanning.delaware.gov/docs/comprehensive-plan-checklist-guide.pdf>

Comprehensive Plan Requirements for ALL Communities	
Elements of Delaware Code	Page #s / Section
Position on Population Growth	Page 17 / Section 2-2b
Position on Housing Growth	Page 17 / Section 2-2b
Position on Expansion of Boundaries	Page 24 -25 / Section 2-4b
Position on Development of Adjacent Areas	Page 11 / Section 1-3b
Position on Redevelopment Potential	Page 32 / Section 2-9a
Position on Community Character	Page 31-32 / Section 2-8c
Position on the General Use of Land	Page 10 / Section 1-3a
Position on Critical Community Development Issues	Page 29 - Section 2-6i
Position on Key Infrastructure Issues	Page 27 Section 2-5e
Demonstrate coordination with State, County and other Municipalities	Page 25 / Section 2-4b
Additional Elements of the Comprehensive Plan Required for Communities with more than 2,000 persons	
Elements of Delaware Code	Page #s / Section
Description of Physical, Demographic and Economic Conditions	
Policies, Statements, Goals and Planning Components for Public and Private Uses of Land	
Policies, Statements, Goals and Planning Components for Transportation	
Policies, Statements, Goals and Planning Components for Economic Development	
Policies, Statements, Goals and Planning Components for Affordable Housing	
Policies, Statements, Goals and Planning Components for Community Facilities	
Policies, Statements, Goals and Planning Components for Open Space and Recreation	

Preliminary Land Use Service (PLUS) Application
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Policies, Statements, Goals and Planning Components for Protection of Sensitive Areas	
Policies, Statements, Goals and Planning Components for Community Design	
Policies, Statements, Goals and Planning Components for Adequate Water and Waste Water Systems	
Policies, Statements, Goals and Planning Components for Protection of Historical and Cultural Resources	
Policies, Statements, Goals and Planning Components for Annexation	
Policies, Statements, Goals and Planning Components for other Elements which in the opinion of the community best promotes health, safety prosperity and general public welfare.	
Sourcewater Protection (7 Del. C. § 6083)	
Other Code Requirements Linked to the Comprehensive Plan	
<i>Elements of Delaware Code</i>	<i>Page #s / Section</i>
Municipal Boundaries accurately depicted on maps, and recorded in county if applicable (City / Town Charters). Required for all municipalities.	Pages 45-53 / Section Appendix B

Other elements	
Public Participation	Page 12 / Section 1-4

Additional comments:	In February 2016, Woodside was notified that it was the only municipality in Delaware that did not have a CLP in progress or in place. An old copy of a CLP from 1985 was found in old town records, but apparently it had never been certified as no state agency was aware of it. In developing this current plan, we have had to upgrade our town charter (now being processed) as there was no process for annexation in it and found that our old zoning ordinances are also outdated. We look forward to working with state agencies to improve our town's services and annexing those properties that desire to be wholly inside our town boundaries.
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